

Job Description

Position:	Admissions Officer
School/Service:	Division of Marketing, Recruitment & Admissions
Reference:	0206-26
Grade:	Grade 4
Status:	Fixed Term (2 Years)
Hours:	Full-Time (36.25 hours per week)
Reporting to:	Admissions Manager

Main Function of the Position:

To contribute to the delivery of an efficient and effective Admissions Service for applicants at all levels of study—undergraduate, postgraduate, and other programmes—and University staff. To proactively support the Admissions Team Leaders in developing processes and systems to support the admission of students. To process applications from Home and International applicants across all study levels, ensuring compliance with University Admissions Policy, UKVI licence obligations, and relevant agencies such as UCAS, OFS, and QAA, while delivering a best practice service. This includes issuing Confirmation of Acceptance for Studies (CAS) for international students and ensuring compliance with immigration regulations.

Principal Duties and Responsibilities:

1. Carrying out duties relating to the delivery of the University's Admissions Service for Home and International applicants at all levels of study in accordance with the University's Admissions Policy, QAA Code of Practice, OFS and other related policies.
2. To undertake tasks using electronic systems to monitor and track applications to ensure that UCAS, institutional, and UKVI deadlines are met, and that applications referred to academic departments adhere to such deadlines.
3. To contribute to the day-to-day operational activities of the team by processing applications, assessing for interview, making decisions, and responding to applicants in accordance with established standard operating procedures. Ensure decisions are fair, robust, and justified for all levels of study and applicant types.
4. Verifying relevant qualifications and institutions as appropriate against defined internally and externally generated criteria and guidelines to minimise fraudulent applicants. This includes assessing non-UK qualifications for equivalence using reference sources such as UKENIC and confirming English Language proficiency in line with University entry requirements.
5. Managing responsibilities related to international student admissions, including:
 - a. Issuing CAS in line with UKVI requirements.
 - b. Ensuring compliance with the University's Student visa licence obligations.
 - c. Maintaining accurate records of international applicants and their immigration status.
6. Responsible to the Team Leaders, Admissions Managers, Director, and Data Manager in ensuring data handling and recording is completed in line with standard procedures to provide quality management information, HESA data reporting, and ad hoc data requests.
7. Responding to requests from stakeholders for advice and guidance regarding entry requirements, application routes, international visa requirements, and other admissions-related issues.

8. Providing technical assistance, guidance, and support for staff across the University related to admissions processes and systems, including admissions aspects of SITS, UCAS processes, CAS issuance, and standard operating procedures.
9. Working as a team to ensure the integrity and validity of all applicant-related data on SITS.
10. Contributing to the efficient and effective operation of Confirmation and Clearing, ensuring UCAS procedures are adhered to where applicable.
11. Supporting Admissions Team Leaders and Managers in delivering all aspects related to the admission and enrolment of new students, ensuring compliance with relevant regulations and UKVI licence requirements.
12. Supporting the wider team in undertaking conversion activities for offer holders.
13. Assisting in University events including Open Days, Clearing, and International Recruitment Events as required.
14. Attend relevant meetings, conferences, and training sessions to maintain up-to-date knowledge of sector developments and UKVI compliance requirements.
15. Working flexibly as part of the team including some evening and weekend work at peak times.
16. Undertake other duties as required by the Admissions Managers, while ensuring the integrity and confidentiality of data in line with statutory and corporate requirements.
17. Ensure a safe working environment and abide by University health and safety policies and practices, and observe the University's Equal Opportunities and Dignity at Work policies at all times.
18. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
19. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Please note that this appointment may be subject to Disclosure and Barring Clearance

Person Specification

Position: Admissions Officer		Reference: 0206-26	
School/Service: Marketing, Recruitment & Admissions		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	GCSE in English and Mathematics – minimum grade C, or equivalent standard of education	Priority 1	Application Form / Documentation
1 b)	To have or be working towards a relevant degree, HNC/HND qualification or equivalent	Priority 1	Application Form / Documentation
2 Skills / Knowledge			
2 a)	Competent in the use of Information Technology e.g. word processing, spreadsheets, databases, email, internet	Priority 1	Application Form / Interview / Assessment
2 b)	Operate appropriate technology e.g. pc, telephone/voicemail, printer, photocopier	Priority 1	Application Form / Interview
2 c)	Able to present information clearly, accurately and concisely to students and colleagues	Priority 1	Application Form / Interview / Assessment
2 d)	Excellent oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	Priority 1	Application Form / Interview
2 e)	Methodical approach to preparing and presenting information, including assessment and financial data, in a clear, concise and accurate manner	Priority 1	Application Form / Interview / Assessment
2 f)	High standard of numeracy	Priority 1	Application Form / Interview / Assessment
2 g)	Awareness of the Further and/or Higher Education sectors	Priority 1	Application Form / Interview / Assessment
2 h)	Knowledge of NQF framework and its relevance to the Admissions process in a University	Priority 1	Application Form / Interview / Assessment
2 i)	Awareness of the UCAS process and knowledge of the UCAS tariff	Priority 1	Application Form / Interview / Assessment
2 j)	Awareness of UKVI points based system and student route immigration	Priority 2	Application Form / Interview / Assessment
2 k)	Able to understand and apply complex regulations e.g. UCAS, QAA, and University regulations	Priority 1	Application Form / Interview / Assessment
2 l)	Able to organise and prioritise tasks and workload through from the initial stage to completion to achieve work schedules and deadlines	Priority 1	Application Form / Interview / Assessment
2 m)	Able to produce factual written correspondence in response to enquiries and provision of advice and guidance	Priority 1	Application Form / Interview / Assessment

3	Experience		
3 a)	Experience in a similar role dealing with admissions role to a school, FE college or other university	Priority 1	Application Form / Interview
3 b)	Experience of dealing with people in a customer care environment	Priority 1	Application Form / Interview
3 c)	Experience of complex computer systems, including spreadsheets and databases	Priority 1	Application Form / Interview
3 d)	Understanding of audit and data capture	Priority 2	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment and commitment to continuous improvement	Priority 1	Interview
4 b)	Able to work and contribute as a member of a team, whilst using own initiative, as appropriate	Priority 1	Interview
4 c)	Able to handle confidential information with discretion and integrity	Priority 1	Interview
4 d)	Show sensitivity to individual differences	Priority 1	Interview
4 e)	Able and willing to adapt to changing demands, procedures and routines	Priority 1	Interview
4 f)	Reliable and punctual attendance	Priority 1	References
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Freedom of Information Act and the Bribery Act	Priority 1	Interview
5 c)	Awareness of the requirements of Health & Safety within the work environment	Priority 1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 e)	Available to work flexibly to meet the need of the role and the service, e.g. evenings and weekends during peak periods	Priority 1	Interview
5 f)	Able to travel nationally and internationally in order to meet the requirements of the service	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.