

**JOB DESCRIPTION – Admissions Registrar**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.*

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| **JOB SPECIFICATION** | | |
| Title of Post | | Admissions Registrar |
| Purpose of Role | | The primary role of the Admissions Registrar is to assist the Head of Admissions with the processing of admissions enquiries and applications for all the College’s courses. |
| Department | | Marketing and Admissions |
| Reporting Structure | | Head of Admissions |
| Key Responsibilities  [group appropriately e.g. management, administration, teaching] | | To provide administrative support for the Head of Admissions to enable the College to meet student recruitment targets in the following ways:   * Dealing with admissions enquiries via e-mail, online registration, telephone and in person. Producing written correspondence and sending out the relevant brochures and links to on-line application forms in response to admissions enquiries. Compiling information packs for visitors. * Arranging and scheduling placement tests and interviews and conducting tours of the College for potential and existing applicants, parents and agents. * Maintaining our Management Information System (MIS) with the progress of each pending application and liaising with the College’s Bursary in respect of the collection of enrolment deposits. Producing personalised correspondence through the system - offer letters and deposit receipt letters for applicants, including scholarship and bursary applicants. * Maintaining accurate and up to date admissions data on the progress of each pending application in accordance with strict guidelines and procedures, and the Data Protection Act. * Producing reports and occasionally producing data for other reports which may be required from time to time by the Head of Admissions, the Director of Marketing and Admissions and the Vice Principals and the Principal. * Maintaining an up to date and accurate awareness of the UKVI procedures and guidelines for the UKVI SMS system and informing applicants, parents, and agents very clearly of these guidelines. Ensuring tight systems and checks are in place in accordance with the conditions through which the College is a licenced sponsor of visa applications. Entering visa data online, including English Language suitability, and issuing CAS letters. Maintaining a record of visa applications and details of any visa refusals and of student police registration for the purposes of reporting to UKVI. * Ensuring that Biometric Residence Permit (BRP) cards are signed for and stored in accordance with very specific procedures and instructions issued by UKVI. Ensuring that BRP cards are then distributed to students in accordance with these guidelines and instructions and that accurate records of this are kept and are readily available for inspection from the UKVI. * Providing administrative support for the organisation for all Open Days, welcome events, and the College’s Scholarship Day. This will involve working occasional Saturdays and evenings. * Checking that online ID photos have been uploaded to the MIS and managing this process. Management of the collection of Joining Information on Unit-E. Providing students with pre-arrival information. Ensuring that any relevant interview information e.g., Medical notes, are passed on to the relevant person. * Providing daily cover and support for the International College office which includes dealing with student enquiries and liaising with teaching staff. * Maintaining excellent levels of interaction and relationships between the College and all enquirers and applicants, agents and other educational institutions and the general public. * Occasionally undertaking duties normally carried out by the Head of Admissions during periods when they are away from College and any other reasonable duties at the request of the Head of Admissions, the Director of Marketing and Admissions, the Vice Principals, and the Principal. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | | |
| Education and qualifications | | * Educated to Degree level or equivalent **(D)** * Knowledge of a language or languages other than English **(D)** |
| Knowledge, skills and experience | | * Excellent written and oral communication skills **(E)** * Excellent IT skills and experience and a high level of proficiency in the use of databases **(E)** * Ability and experience in prioritising tasks, often under circumstances when different tasks and deadlines are conflicting **(E)** |
| Personal skills and attributes | | * A positive, proactive approach to the work carried out by the Admissions Office **(E)** * The ability to work effectively under pressure **(E)** * Care and attention to detail **(E)** * A willingness to contribute to the very positive working atmosphere that exists in the College **(E)** * The ability to work as part of a team as well as independently **(E)** * Experience of working in a customer focussed role **(E)** * Professional manner and to be able to act as an ambassador for the school **(E)** * Experience of working in an Admissions Department **(D)** |
| **TERMS AND CONDITIONS** | | |
| Terms of Employment | Permanent, Full time, | |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL | |
| Hours of Work | 35 hours per week  The Employee may be required to work hours outside normal hours of employment to meet the needs of the business. TOIL will be given | |
| Probationary Period | 6 months | |
| Notice Period | 1 Month | |
| Salary/Pay | Up to £28,257 Grade 5 Point 5 on the ACLS Scale | |
| Holidays | 22 days’ annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed. Some Bank holiday working – Time off in lieu | |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. | |
| Life Assurance | Death in service benefit is four times annual salary | |
| Meal | A free lunch is provided in the College dining hall on working days and when students are in residence. | |

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| ***References and Pre-employment Checks***  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| *References* | *Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.* |
| *Identity, right to work and qualifications* | *Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.*  *Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.*  *If you don’t already have the legal right to work in the UK, we strongly recommend that you use the*[***Home Office website***](http://www.gov.uk/browse/visas-immigration)*to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.* |
| *Police checks / DBS* | *Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.* |
| *Health questionnaire* | *Satisfactory completion of a health questionnaire.* |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at <https://www.stclares.ac.uk/contact-us/recruitment-and-careers/>  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **This role will close Friday 5 November 2021** |