

JOB DESCRIPTION – Student Admissions Officer (Maternity Cover)

Candidates are expected to spend time looking at the College website 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. [Please see "[Notes for IB Teachers](#)" for general background.

JOB SPECIFICATION	
Title of Post	Student Admissions Officer – Maternity Cover
Purpose of Role	The primary role of the Student Admissions Officer is to assist the Head of Admissions and Vice Principal- Academic 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	<ul style="list-style-type: none"> 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. Requesting school reports in response to enquiries and applications. Arranging and scheduling placement tests and interviews and conducting tours of the College for potential and existing applicants, parents and agents. Maintaining Unit-E, the system by which the progress of each pending application is monitored and liaising with the College's Bursary in respect of the collection of enrolment deposits. Producing personalised correspondence through Unit-E - offer letters and deposit receipt letters for applicants, including scholarship and bursary applicants. Ensuring that the back office of the Unit-E database is kept up to date as each enquiry and application progresses. Maintaining accurate and up to date admissions data on the progress of each pending application using Unit-e, in accordance with strict guidelines and procedures, and the Data Protection Act. Using Unit-E to produce 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 as a Level 1 user 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 and issuing CAS letters. Maintaining a record of visa

	<p>applications and details of any visa refusals and of student police registration for the purposes of reporting to UKVI.</p> <ul style="list-style-type: none"> • 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. • Ensuring that all information and records regarding visa applications, the storage and distribution of BRP cards and police registrations is stored according to UKVI instructions and that this is readily available for inspection from the UKVI. • Providing administrative support for the organisation for all Open Days and the College's Scholarship Day. This will involve working occasional Saturdays and evenings. • Checking that online ID photos have been uploaded to Unit-E 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 Vice Principal Pastoral. • Taking a leading and proactive role leading up to and during Arrivals Day for new students. This involves arranging airport transfers, welcoming new students and their parents and checking and recording passport, visa information and the immigration status for each student in accordance with UKVI instructions. • Maintaining a service of support regarding visa issues and queries for returning students. • Maintaining a supply of subject information for applicants and maintaining a record of each applicant's subject choices and keeping the Assistant Principal, Academic informed of changes to these. • 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 he is 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.
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PERSON SPECIFICATION

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

Education and qualifications	<ul style="list-style-type: none"> • Educated to Degree level or equivalent (D) • Knowledge of a language or languages other than English (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Strong proven experience in an administrative role (E) • 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) • Awareness of the UKVI procedures and guidelines (E)

Personal skills and attributes	<ul style="list-style-type: none"> • 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)
TERMS AND CONDITIONS	
Terms of Employment	Full time, Fixed Term (Maternity Cover)
Place of Work	139 Banbury Rd and 3 Bardwell Rd, Oxford
Hours of Work	35 hours per week The Employee will be required to work hours outside normal hours of employment to meet the needs of the business. This will include some weekends and evenings.
Probationary Period	2 months
Notice Period	1 month
Salary / Pay	Up to £28,257 per annum dependent on relevant skills and experience
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.
Meal	A free lunch is provided in the College dining room on working days and when students are in residence.
References and Pre-employment Checks <i>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.</i> <i>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.</i>	
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.

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 <i>pre-requisite</i> of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching positions, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.

HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/recruitment . 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
Post	Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Tel: 01865 552031
Deadline for applications	This role will close once a suitable applicant is appointed
Interviews	The interview process will include some testing of key attributes.