

JOB DESCRIPTION – Admissions Officer, International College

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.

JOB SPECIFICATION	
Title of Post	Admissions Officer, International College
Purpose of Role	To support the Head of Admissions, International College, in their role to provide a first-class service to prospective International College students, ensuring that they receive professional advice and support throughout the recruitment and admissions process, contributing to an increase in student enrolment.
Reporting Structure	This post reports to the Head of Admissions, International College (IC).
Key Responsibilities	<ul style="list-style-type: none"> • Builds and maintains excellent external and internal levels of interaction and relationships and promotes the International College to all enquirers and applicants, agents and other educational institutions • Deals promptly with numerous admissions enquiries via e-mail, online application, telephone, and in person and follows up such enquiries as appropriate • Conducts tours of the International College for potential and existing applicants, parents, and agents • Distributes English language tests and requests for school transcripts and references, and arranges interviews when necessary • Produces written correspondence and issues relevant brochures and links to on-line application forms in response to requests, including for academic programmes, under the guidance of the Head of Admissions, International College • Takes responsibility for the admissions process for: <ul style="list-style-type: none"> ○ English language programmes, from initial enquiry to enrolment, including the organisation of 1:1s, both online, and occasionally in person ○ CELTA candidates including checking English language test results, assessing, and forwarding completed application forms to CELTA Teacher Trainers, organising interviews, both in person and online, conveying decisions, sending course confirmation letters, invoicing, checking passport and visa requirements ○ IB Teacher Workshop delegates, including checking their experience, sending course confirmation letters, invoicing, checking passport and visa requirements • Produces and checks invoices, takes registration fees, deposits, and other payments online or in person or via telephone by credit card, liaises with the Bursary regarding credit control, refunds, and the status of client accounts, reconciles credit card transactions • Makes accommodation reservations for students for academic year programmes and ensures best utilisation of bed space, and makes hotel reservations for Group Leaders when necessary • Updates lists of How Heard? and feeder schools for strategic marketing purposes, and maintains data of subject choices and student selections

	<ul style="list-style-type: none"> • Welcomes new students, especially on arrivals' days, according to the agreed rota and participates in occasional College events held during the evenings/weekends • Supports colleagues within the Office at the International College and provides cover during periods of leave or other absence • Provides some cover for the Head of Admissions, IC and the Director of Teacher Professional Development, International College during periods of leave or other absence <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Admissions Officer, International College may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the Head of Admissions, International College.</p>
PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Educated to degree standard, or equivalent, and/or experience in further or higher education, or English Language Teaching (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience using the full suite of Microsoft Office products, including Outlook, Word, Excel, PowerPoint (E) • Good numeracy skills and ability to issue accurate invoices (E) • Experience using databases (D) • Experience of admissions and/or sales (D) • Experience working in a multi-cultural environment, or with international students (D)
Personal skills and attributes	<ul style="list-style-type: none"> • An excellent level of written and spoken professional English, with the ability to tailor responses to different audiences (E) • A helpful, professional, and courteous telephone manner, with the desire to make follow up calls when appropriate (E) • A proven ability to juggle multiple demands, to prioritise and manage competing deadlines, and remain calm under pressure (E) • Strong organisational skills and an ability to use one's own initiative (E) • Acts with tact and diplomacy, works well with multiple teams (E) • Able and willing to occasionally work flexible hours, including evenings and weekends (E) • A commitment to safeguarding our students in line with the School's safeguarding policies (E).
TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent contract
Place of Work	3 Bardwell Road, Oxford, OX2 6SU
Hours of Work	35 hours per week, Monday to Friday between 08.30am and 18.30 hours, to be agreed with the line manager

	However, the nature of the role is such that on occasion, work will be required outside these hours to fulfil the role and may sometimes include evening and weekend work, for which time off in lieu may be taken by prior agreement with the Director of the IC.
Probationary Period	Six months
Notice Period	One month
Salary / Pay	Salary range £28,000 to £31,000 per annum. The salary will be reviewed annually with any increase normally taking effect on 1 st September each year.
Holidays	26 days' annual holiday entitlement, plus bank and public holidays. Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted). The College is closed annually from 24 th December to 1 st January inclusive. You will be required to book holiday during this period.
Pension	A contributory pension is offered through the College's group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution.
Meals	A free meal is provided in the College on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance – Death in service benefit is four times annual salary. • The College offers a confidential 24/7 Employee Assistance Programme. • A cycle to work scheme is offered.
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. 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 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 <i>pre-requisite</i> of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.

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/Jobs . 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
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close 9am on 30 th November 2023
Interviews	Week commencing 4 th December 2023. The interview process will include short tasks to test key attributes as identified in the job description and person specification.