JOB DESCRIPTION

POST TITLE: Head of Admissions and Enrolment
SCALE/SCALE-POINT: SO2, scale points 30 to 32
REPORTS TO: The Deputy Principal

ADMISSIONS, ENROLMENT AND ADVISORY SERVICE

- Responsibility for the College Admissions and Enrolment function.
- Evaluate and develop the admissions procedures from first enquiry to entry to ensure students and parents receive a positive experience.
- Ensure relevant data is collected and analysed to support regular review of Admissions.
- Be responsible for ensuring effective follow up of enquiries to enrolment.
- Manage the Admissions budget.
- Provide a professional welcoming point of contact for parents and students (past and potential) to ensure they feel valued and positive about their contact with the College.
- Manage and oversee College admissions and enrolment events including Partner Schools Day and Offer Holders' Evening
- To attend feeder school post-16 options and careers events
- Organise and manage the College's enrolment process such that new students and parents have a positive first impression of the College.
- Manage the College Enrolment and Advisory Service
- Evaluate and develop the Enrolment and Advisory Service to ensure students and parents receive a positive experience.
- Manage the collection of destination data and ensure results are analysed, collated and published.
- Provide SLT and occasionally Corporation reports and updates on admissions and destination data.

INTERVIEWING

- Manage the interview process for prospective students
- Contribute to the interview process for prospective students

COMMUNICATIONS AND EVENTS (In liaison with the Head of Marketing)

- Expand links with feeder organisations, including the four main partner schools.
- Regularly monitor developments at competitor schools and colleges, and keep the Senior Leadership Team (SLT) informed.
- Represent the College at key events throughout the year (e.g. partner school information days, talks to groups, businesses and national bodies etc.)
- Work with the SLT, Head of Marketing and Schools Liaison to support curriculum events for current and potential students and their parents.
- Attend key College events during term time – some evenings and weekends.
- Oversee the Admissions budget.

- Initiate and oversee recruitment events e.g. Open Days.
- Initiate and oversee external recruitment events e.g. exhibitions, feeder school events.

RECEPTION COVER

- To liaise with the Head of Marketing and School Liaison to ensure that Deanfield Reception is adequately staffed at all times and ensure the implementation of the relief rota.

GENERAL RESPONSIBILITIES

- To identify personal and professional staff development needs to meet the College's Strategic and Operational Plan.
- To ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.
- To participate in the College Appraisal Scheme.
- To be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
- To maintain awareness of the requirements of the College Health and Safety Policy.
- To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
- To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
- To ensure adherence to the College Data Protection Policy.
- To work to the College quality standards and systems within the context of the College quality systems.
- To undertake such other duties and responsibilities as are appropriate to this level of post.

THE PERSON

Essential skills and characteristics

- Proven work experience in a relevant professional environment.
- Excellent administrative skills.
- Experience of staff management, including managing a busy office and the ability to positively motivate a team to achieve deadlines.
- Excellent written and spoken communication skills, coupled with well-developed organizational and interpersonal skills.
- Ability to develop and implement robust and clear policies and procedures.
- A clear track record of personal and professional integrity and of a commitment to equality and diversity at all levels.
- Excellent IT skills, including MS Office and databases.
- Flexible approach to workload in a busy environment.
- Efficient and well-organised with a confident, positive and professional approach.

Desirable skills and characteristics

- Educated to Degree level in a relevant field, or combination of academic and professional qualifications preferably in an area related to admissions.
- Experience of working within admissions or student administration in a higher education context.

- Understanding of and a commitment to the delivery of a very high-quality student experience in the areas of student administration.
- A comprehensive knowledge of the UK education system.

TERMS OF EMPLOYMENT

Tenure of post:	Permanent, all year round.
Scale range:	SO2, scale points 30 to 32
Salary:	From £30,234 to £32,076 per annum full-time (pro-rata for part time)
Hours of work:	37 hours per week, 5 days per week
Holiday:	28 holiday days per leave year (1 September to 31 August), and up to 4 College Closure days. Pro-rata for part-time.
Pension:	Local Government Pension Scheme (optional). This is an employee and employer contributory pension scheme.

The Henley College is an Equal Opportunities Employer

The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DBS check.

July 2018