

# Job description: CENTRAL ADMISSIONS AND STUDENT FINANCE OFFICER

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| **Status** | **Permanent** |
| **Base** | **Waterloo Centre** *Post holder may be required to work across College sites and at other locations*  |
| **Grade** | Salary Scale APT&C (spine points 20 to 24) |
| **Salary** | £24,753 to £27,428 including London Weighting*It is our policy to normally appoint at the bottom of the salary scale* |
| **Hours of work** **(per week)** | 36 hours per weekNormal working hours are undertaken between Monday to Friday with occasional evenings and weekends to accommodate specific College activities e.g. Open Events |
| **Reports to**  | Central Admissions and Student Finance Manager |
| **Manager to**  | No line management responsibility |

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| **ROLE PURPOSE** |
| * To support students during all stages of their application process
* To process applications meeting service standards
* To process Student Support Fund applications
* To support students with Student Loans applications
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| **MAIN ACCOUNTABILITIES** |
| 1. Under the direction of Central Admissions and Student Finance Manager provide full support to applicants to the college, converting applications into enrolments
2. Liaise with curriculum staff in arranging interviews for students
3. Collating evidence from students of identification, previous qualifications, references, and evidence for funding if applicable
4. Supporting students with loan applications and contacting the Student Loans Company as part of this process if applicable
5. Screening applicants for courses and student support based on eligibility criteria
6. Process the payments of student support funds
7. Support Students with support fund applications to ensure those who are eligible receive support
8. Support students with technical help with the application process as appropriate
9. Check attendance data and process attendance returns to Student Loans company
10. Liaise with Programme Managers in resolving queries over enrolments
11. To work in a manner that adheres to and furthers the College’s values
12. To attend relevant training and meetings as required
13. To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally
14. To contribute to the effective management and promotion of equality and diversity
15. To work in accordance with the Health & Safety at Work Act, ensuring the College is a safe environment for staff, students and visitors
16. To work at all times in accordance with Morley College London’s policies and procedures and Staff Competencies Framework
17. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post
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| **GENERAL COLLEGE RESPONSIBILITIES**  |
| **Safeguarding children and vulnerable adults:**The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact withThis job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder |

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| **WORKING WITH** |
| The post holder will work closely with:* Student Services Staff
* Information Services Team
* Finance Team
* Curriculum Areas
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| **DBS STATUS** |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check. |

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| **PERSON SPECIFICATION** |

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| Job Title:  | CENTRAL ADMISSIONS AND STUDENT FINANCE OFFICER |
| Essential Criteria: |
| * 5 GCSE’s Grade A-C or 4-9 or equivalent including in English and Maths
* Experience in working in a role that requires a high level of detail and accuracy
* Experience of working in a role that involved dealing directly with people in a customer focused environment face-to-face, digitally and over the phone
* Knowledge of the UK Education and qualification system
* Excellent written and oral communication skills
* Well-developed organisational, and time management skills, including the ability to prioritise and manage workload
* Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
* A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount
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| Desirable Criteria |
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March 2023