



## **Job Description**

**Job Title** Admissions Assistant  
**Reports to:** Admissions and Compliance Manager  
**Liases with:** Reception Manager

### **Job Purpose:**

The Admissions Assistant is a part of the College's Admission and Recruitment team. The role involves supporting the College's admissions functions by following working practices and procedures to ensure that the College complies with its responsibilities in legal compliance with excellent customer service. The role includes providing pre arrival financial information (offer letters); an administrative function in processing student applications and helping to develop the working of the admissions team in liaison with the Admissions and Compliance Manager. The post holder is expected to contribute to an outstanding learning environment with an aspirational culture throughout the college.

### **Main Duties:**

#### **Admission**

1. To assist with the inquiries into the College via telephone or email support
2. To take overall responsibility for the recruitment onto the Easter Revision Course (ERC). To execute efficient and streamlined processes for all stages of the recruitment: inquiry, application, assessment, with a strong focus on conversion of inquiries to Enrolment
3. To ensure all inquiries and enrolments are accurately maintained on the database with relevant documents attached and filed appropriately
4. To update the database with student amendments in liaison with the Academic Administration Manager, Admissions and Compliance Manager, Finance Manager and Senior Tutors
5. To assist with reception cover and to chaperone UK and International visitors to the college
6. To assist with the preparation of student induction as needed
7. To proactively raise any issues around Tier 4 and UKVI compliance to the Admissions and Compliance Manager

#### **Quality Assurance and Improvement**

1. To contribute to successful external inspections (e.g. ISI, OFSTED, UKVI)

### Additional Duties

1. Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment
2. To carry out any duties, at all times, in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding
3. Incorporate into the role the philosophy of the values and vision stated by the Oxford International Education Group
4. To undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require

• *We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*