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PARK ROAD WESTCLAUGHTONPRENTON▪ WIRRALCH43 8SQ

*Telephone 0151 652 5575*

*Principal*  Mike Kilbride

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| **Post Reference:**03/2018 | **Post Title:**Student Development and Admissions Co-ordinator | Salary: SFCA Support Pay Spine Points: 23 to 25: £18,905 to 20,255 p.a | **Accountable to:**Assistant Principal/Head of Student Development |
| **Conditions of Employment:**National Sixth Form Trusts Association Pay Spine and Conditions of Employment for support staff. This is a full time, permanent post to start as soon as possible.  |
| **Main Purpose of Post:**The post holder will support the admissions process in college and be the main point of contact for our partnership schools. They will also provide administrative and logistical support to the Student Development team. |

## Background to the Post

The Student Development team consists of 9 full time personal tutors including a Head of Student Development and a 2nd in Department. The tutors have a wide remit including pastoral support for students as well as being involved in student recruitment activities at our Partnership Schools. The Student Development team play an important role in the college admissions process by interviewing students and assisting with queries. This post will also assist the Admissions Officer with the college Admissions process and a reasonable level of flexibility will be required in this role.

KEY OUTCOMES FOR POSTHOLDER TO ACHIEVE ARE:

* Maintain healthy recruitment from all our Wirral partner schools.
* Develop school liaison activities from our Liverpool partner schools.
* Increase recruitment from our Liverpool partner schools.
* Contribute to an efficient and effective admissions process
* Provide administrative support to the Student Development Team

**KEY RESPONSIBILITIES FOR Student Development and Admission Co-ordinator:**

### School Liaison

* To arrange, co-ordinate and attend Partner High School events to publicise the college such as Careers Fairs, Information Evenings, Option Evenings.
* To develop innovative ways to raise the profile of the college in our partner high schools.
* To provide up to date information to partner high schools on the Curriculum and Study Programmes offered at the college.

### Student Development

* To offer administrative support to the Student Development team. This can include the following:-
* Assist with the collation and quality assurance process for UCAS applications
* Assist with the organisation of meetings with parents
* Assist with the preparation of letters to parents or students
* To offer administrative support to the Head of Student Development as and when required.
* To provide cover for tutorials as and when required.

### Admissions

* To assist with any application queries
* To help organise and attend interview evenings
* To plan and implement marketing activities to publicise the colleges Open Evening
* To liaise with the Marketing team and the Assistant Principal and provide assistance in the run up to Open Evenings
* To provide tours of the college to prospective students and parents

### General

* To undertake any other appropriate tasks as the Principal may require.

**Person Specification**

**Please describe in your letter of application, how you meet each of the criteria listed.**

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| --- | --- | --- |
| **Qualifications** | Essential  | Desirable |
| Level 3 IT office skills (word processing, spreadsheets, databases) |  |  |
| Level 3 English qualification |  |  |
| Advanced level qualification in Excel |  |  |
| **Experience** |  |  |
| Previous experience of working in an office with internal and external liaison |  |  |
| Experience of working successfully as a team and building successful relationships with external organisations. |  |  |
|  |  |  |
| **Knowledge/Skills/Abilities** |  |  |
| Ability to collect, maintain and analyse data and information |  |  |
| High level ability to use IT packages effectively including an ability to manipulate data in Excel |  |  |
| High level organisation and administration skills |  |  |
| High levels of accuracy and attention to detail |  |  |
| Highly effective communication skills |  |  |
| Ability and willingness to work as part of a team |  |  |
| Ability to prioritise and meet deadlines |  |  |
| Ability to work well under pressure and maintain a sense of humour and perspective |  |  |
| Ability to demand high standards from oneself and others |  |  |
| **Other** |  |  |
| To demonstrate a commitment to: |  |  |
| * The College Mission
 |  |  |
| * Personal development & training
 |  |  |
| * Safeguarding and promoting the welfare of students
 |  |  |
| * Equality & Diversity
 |  |  |
| Current full driving licence and ability to drive to partner High Schools when necessary |  |  |

**APPLICATION & SELECTION PROCEDURE**

Please complete the Application Form – Support Staff from the website and provide a Letter of Application of no more than one side of A4 explaining how your qualifications and experience match the requirements of the Person Specification detailed above.

**Closing Date**: **12 noon on Monday, 30 October, 2017**

Interviews and assessments will take place on **Thursday, 02 November 2017** at Birkenhead Sixth Form College, Park Road West, Claughton, Wirral CH43 8SQ

The required documentation: Application Form and Letter of Application is to be returned by the above date to: hrdept@bsfc.ac.uk

**General Information**

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Equality Act 2010 very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage. The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

**Reference Checking**

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview, and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people. This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.