

Job Title: Admissions Officer

Job purpose: To contribute to the admissions process and provide information/support to applicants and parents/carers

Responsible to: Head of Admissions and Marketing

- Providing campus tours to applicants and their parents/carers
- Providing admissions guidance chats, either as cover for unexpected staff absences or to help with scheduling/volume
- Providing information, advice and guidance to prospective students and families on the telephone, via email and face-to-face
- Confirming the immigration status of all applicants who don't hold a British passport and checking any non-UK educational qualifications
- Flexibility and willingness to provide support for events out of normal hours, such as Open Evenings, Welcome Days and Year 10 Taster Days
- Assisting the Head of Admissions to implement College admissions procedures
- Maintaining accurate records relating to applications and admissions procedures
- Administering admissions procedures and practices on a day-to-day basis
- Prioritising the safeguarding of all students and participating in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not
- Any other duties as may reasonably be required by the Principal

Lacey Callanan
Head of Admissions

October 2025

Category	Essential	Desirable	Ascertained by
Qualifications	Educated to A Level standard or equivalent; plus GCSE Maths and English at grade C (or equivalent) or above		Application
Experience	Experience of interviewing and/or working with young people	Experience of the post-16 education environment and curriculum	Application/Interview
Communication Skills	Effective oral communication and presentation skills		Interview
IT Skills	Proficient working with Google and Microsoft packages Confident learning online systems		Application/Interview
Additional skills and abilities	Empathy with young people and able to interact with students on a one-to-one basis Good organisational, problem-solving and time management skills Attention to detail Excellent administrative skills Ability to stay calm under pressure A flexible approach to working hours to provide support for events out of normal hours Display a commitment to the protection and safeguarding of children and vulnerable adults. Display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.		Application/Interview
Other	Holder of full, clean driving licence		Application