

Job Description

Post:	Admissions Officer
Salary Grade:	Band 7
Responsible to:	Head of School Liaison and Admissions

Key Purpose

To guide prospective students through the admissions journey with clear information, supportive advice, and timely processing, ensuring every applicant has a smooth, positive experience.

To provide a high quality administrative function to support all admissions processes.

Duties & Responsibilities

A	Process applications efficiently from enquiry to enrolment, ensuring accuracy and compliance with college policies and funding rules.
B	Provide high-quality advice and guidance to prospective students, parents, and partners across all routes and entry requirements.
C	Coordinate interviews, assessments, and offer decisions , working closely with curriculum teams.
D	Maintain accurate applicant records on MIS/CRM systems and produce timely reports for managers.
E	Support recruitment activities , including open events, school visits, and outreach campaigns.
F	Manage admissions communications , including offer letters, follow-ups, and enrolment information.
G	Monitor application pipelines , identifying at-risk applicants and taking action to improve conversion.
H	Ensure safeguarding, GDPR, and equality compliance throughout the admissions process.
I	Support enrolment and induction periods , providing frontline admissions support as required.
J	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Person Specification

	Essential			Desirable	
Qualification	1	GCSE English and Maths at Grade C/4 or above (or equivalent).	Certificate	A	Level 4 qualification in an appropriate discipline e.g. IT
	2	Level 3 qualification (or equivalent experience) in administration, customer service, or a related area.	Certificate		
Professional Development	3	Evidence of ongoing professional development	Application		
	4	Funding rules and eligibility	Application		
Experience	5	Experience working in a customer-facing or administrative role in education, FE, or a similar high-volume environment.	Application/ Interview		
	6	Proven experience managing data accurately using MIS/CRM or similar systems.	Application/ Interview		
	7	Experience handling enquiries and providing information, advice, and guidance to diverse groups.	Application/ Interview		
Knowledge	6	Understanding of admissions processes, entry requirements, and FE study routes (or ability to acquire quickly).	Application/ Interview	B	Familiarity with funding rules and eligibility considerations
	7	Knowledge of safeguarding, GDPR, and confidentiality requirements.	Application/ Interview		
	8	Awareness of equality, diversity, and inclusion principles in education.	Application/ Interview		



Skills/ Qualities		and administrative skills with excellent attention to detail.	Interview		
	9	Clear, confident written and verbal communication skills.	Application/ Interview		
	10	Ability to work accurately under pressure and meet tight deadlines.	Application/ Interview		
	11	Strong IT skills, including databases, spreadsheets, and digital communication tools.	Application/ Interview		
	12	Positive, proactive, and solution-focused approach.	Application/ Interview		
	13	Ability to build effective working relationships with students, staff, and external partners.	Interview		
	14	Discreet, trustworthy, and able to handle sensitive information appropriately.	Interview		
Other	15	Commitment to safeguarding and promoting the welfare of students.	Application/ Interview		
	16	Willingness to work occasional evenings or weekends for key recruitment/enrolment events.	Application/ Interview		
	17	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application/ Interview		
	18	DBS Check acceptable to the college will be undertaken for successful applicant	Appointment		