

Job Description

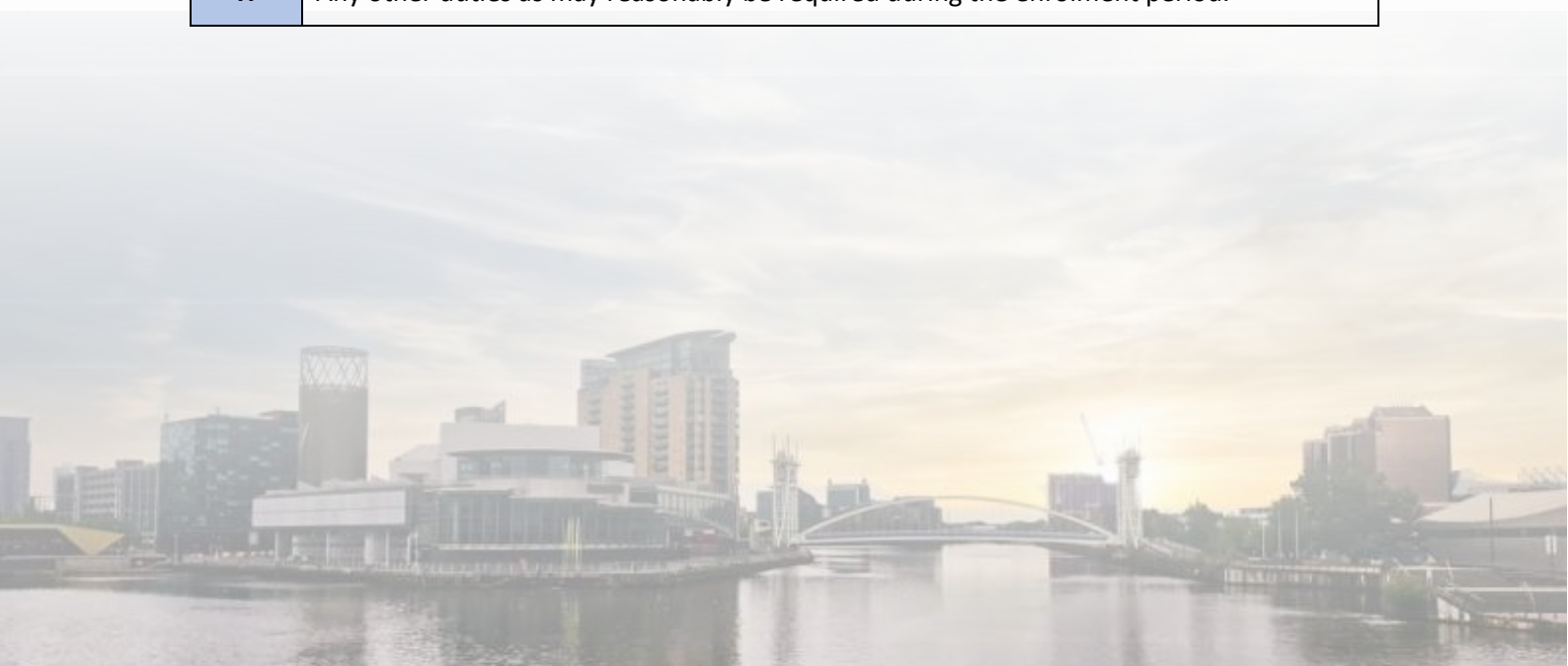
Post:	Casual Enrolment Officer
Salary Grade:	Band 9 Point 23
Responsible to:	Head of Data Support and Exams

Key Purpose

To work as part of the Admissions and Enrolment team providing a first-class customer experience.

Duties & Responsibilities

A	To participate in key College processes as required.
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.
C	To work flexibly in the interests of the organisation as required.
D	To participate in performance reviews and to undertake staff development activities as appropriate.
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
F	Data inputting of student details, address and contact details, details of course enrolling on.
G	Meet and greet and direct students during the enrolment period, being able to answer their general questions in relation to enrolment.
H	Any other duties as may reasonably be required during the enrolment period.



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.

Post holder to sign the job description:

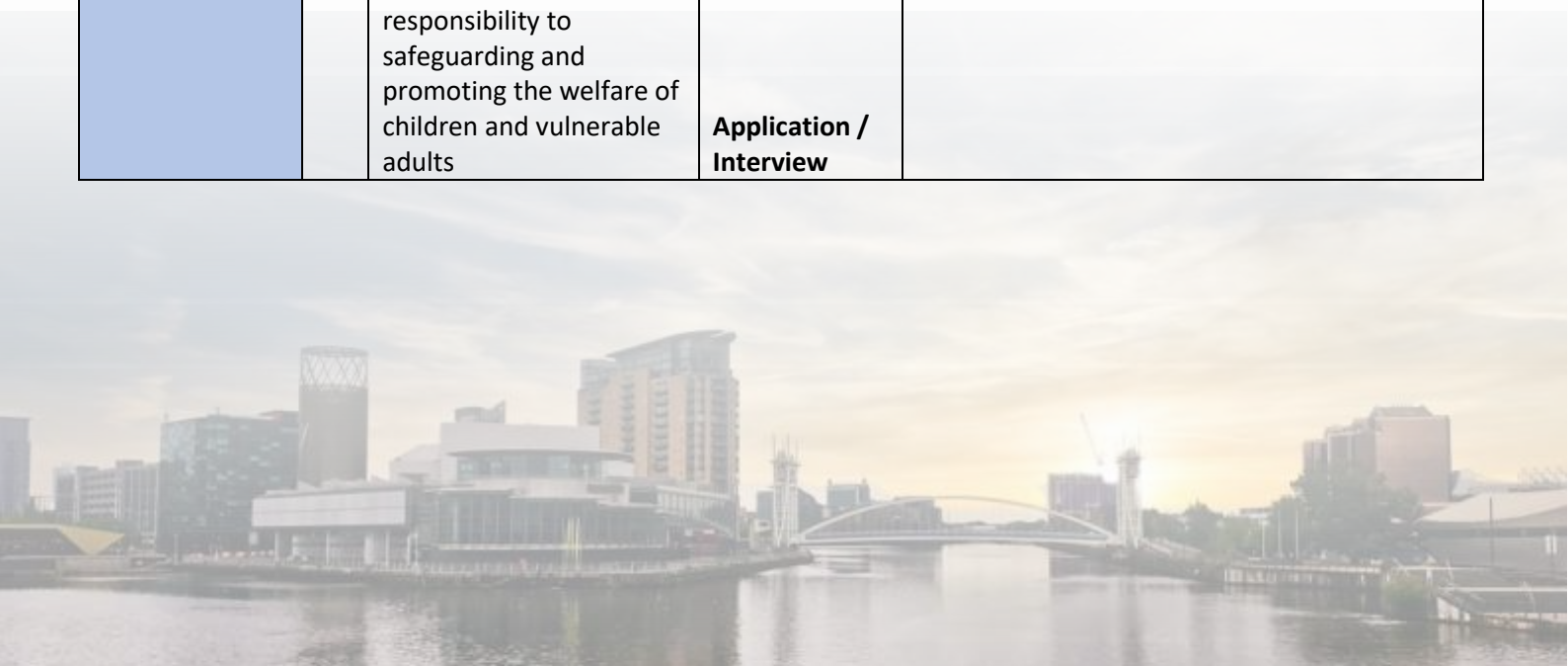
Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification			Application	A	Educated to level 3 or above	Application
				B	Literacy Level 2	
				C	Numeracy Level 2	
				D	IT Level 2	
Experience				E	Previous experience of administrative duties	Application / Interview
Skills / Qualities	1 2 3 4 5 6 7 8 9	Good organisational skills Excellent communication and written skills Ability to work as part of a team Ability to keep calm under pressure or during unexpected circumstances Accuracy and attention to detail A flexible approach to work Reliability and punctuality Ability to work to predetermined instructions Common sense and initiative	Application / Interview			
Other	10	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			



	11	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion		
	12	Willingness / ability to work at different college sites.		

