**Job Advert**

**Post Title:** Student Administrator and Admissions Officer

## **Reporting to:** Office Manager

**Location**: CAPA College, Wakefield

**Start Date:**  September 2019

**Hours**: 37 hours per week for 39 weeks

**Grade:** SCP 8 FTE £19,945

**Actual Salary:**  £17,059 p.a. on the hours outlined above

Are you meticulous, organised and have a flair for administration? Do you want to make a meaningful and fulfilling contribution to one of the UK’s top post-16 Arts colleges? Then we have the role for you...

We are currently recruiting for a passionate and experienced Student Administrator and Admissions Officer to join our award-winning team at CAPA College. A vital role in our organisation, you will be responsible for managing the administration of CAPA College’s whole admissions procedure from application through to enrolment and beyond, working closely with prospective students, parents, teaching and support staff to deliver an efficient, effective and transparent admissions process.

One of Yorkshire’s fastest growing organisations, CAPA College is a flagship for Arts Education in the North of England and we need you to help us achieve our vision for the future.

**About us:**

CAPA College (Creative and Performing Arts College) is Yorkshire’s newest and most exciting post-16 education institution. Since opening its door as Wakefield’s first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England.

Based in the heart of Wakefield, CAPA College delivers the highest quality training, education and pastoral guidance to support talented students, aged 16-19, who are serious about pursuing a career in the Arts. CAPA College aims to inspire, train and educate the next generation of performers, creatives, designers and technicians and attracts students from across Yorkshire and beyond. Students are enrolled on four distinct pathways: Performing Arts, Dance, Drama and Production Arts.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. This combination of Outstanding Arts training and academic excellence ensures that students develop the skills, training experience, knowledge, understanding and qualifications they need to progress to the top universities, leading national and internal Arts conservatoires and professional Arts-based employment.

CAPA College’s professional approach and ethos continues to be maintained throughout all aspects of its provision. Alongside an outstanding curriculum and excellent teaching, students gain extensive experience performing through the UK and working alongside professional artists, companies and theatre venues.

CAPA College is led by a team of extraordinary teachers, performers, creatives, designers and industry professionals. The core leadership team have an impressive 13-year legacy which includes consistent ‘Outstanding’ judgements from Ofsted, impeccable exam results and a regional and national reputation for excellence.

This is a very exciting time as CAPA College prepares to implement the next stage of its development. CAPA College is currently renting temporary accommodation but will move to its new, permanent home on Mulberry Way (opposite Wakefield Westgate train station) in Summer 2020. This purpose-built, multi million pound facility will enable CAPA College to expand its cohort from 105 students to 250 students per year group as well as offering more performance and learning opportunities, new course pathways, increased staffing, exceptional resources and better outreach with the local community.

Can you help steer us through this next important stage of our development and continue to be a beacon for future generations of CAPA College students? Do you have the skills, expertise and desire to succeed in this new and exciting role? Then we would love to hear from you.

**We are looking for candidates who can:**

* Make a meaningful and fulfilling contribution to one of the UK’s top post-16 Arts Colleges.
* Be the first point of contact for potential students and their parents/carers, offering advice and guidance on the application and auditions process.
* Manage the open day and auditions schedule.
* Maintain a database of applications, auditions, recalls and allocation of places.
* Take an active part in open days and auditions.

**Successful candidates will have:**

* Experience in a similar office or administration management role.
* Innovative approaches to developing administrative systems and procedures.
* The ability to prioritise work and meet tight deadlines.
* An excellent attention to detail.
* An enjoyment of working with young people and an empathy for their needs and concerns.

**In return we will offer you:**

* An opportunity to make your mark in an Outstanding brand new college that is a flagship for Arts Education in the North of England.
* A professional and supportive team.
* A fast-paced, exciting and highly creative work environment.

Please contact [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk) if you require any further information.

Application packs can be downloaded from the CAPA College website: [www.capacollege.co.uk](http://www.capacollege.co.uk)

Application forms can be:

* Completed on-line via the TES Jobs portal
* Downloaded from the CAPA College website for completion and sent with a covering letter by e-mail to [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk)
* Posted to CAPA College, c/o Enhance Academy Trust, Church House, 1 South Parade, Wakefield WF1 1LP

**CLOSING DATE: Mid-day Monday 15th July 2019**

**INTERVIEWS: Thursday 18th July 2019**

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS disclosure and pre-employment and safeguarding checks.