**Overall Job Purpose:**

The Student Administrator and Admissions Officer will make a meaningful and fulfilling contribution to one of the top post-16 Arts Colleges, with responsibility for the administration of the whole admissions process from application through to enrolment and beyond. You will be expected to work closely with prospective students, parents, teaching and support staff, taking a lead role in delivering an efficient, effective and transparent admissions process.

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| **Accountabilities – Admissions*** To be the first point of contact for potential students and their parents/carers, offering advice and guidance on the application and auditions process.
* To update the admissions policy on an annual basis to reflect new open and closing dates.
* To implement and monitor the online system for open day bookings, including corresponding with attendees.
* To take an active part in open days including registering guests, preparing refreshments, dealing with general enquiries.
* Tracking of student applications received online, or hard copy.
* Inviting students to attend for auditions and recalls.
* Maintaining a database of applications, audition dates, offers of a place and acceptance by pathway.
* To take an active part in audition days including registration of attendees, allocating student audition numbers, taking photographs, arranging refreshments and dealing with general queries.
* Notifying students on the outcome of their audition and updating the database accordingly.
* In the event that CAPA College is oversubscribed, managing the Waiting List and maintaining regular contact with applicants.
* Managing late applicants and offering places accordingly.
* Liaise with Marketing & Communications Officer to ensure all admissions events and procedures are publicised online and on social media.
* Work with the Marketing & Communications Officer to co-ordinate and represent CAPA College at key careers and recruitment events.
* Preparing induction packs for new students.
* Taking an active part in enrolment day and collating all student paperwork.
* Liaising with the Data Officer to ensure all CTF files are received from previous education institutions and uploaded to the MIS system.
* To contribute to the quality and accuracy of relevant student and staff databases, including inputting data and maintaining the student contact details.
* Liaising with students to obtain any outstanding paperwork.
* Produce reports and other data as required for the Core Team in relation the admissions process.
* Allocation of lockers/keys and collection of key deposit.
* Printing of ID cards for members of the college community.
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| **Accountabilities – Generic*** Dealing with general day to day student queries.
* Provide first aid care to members of the college community as required.
* To provide general administration support for college activities, as required and commensurate with the level of the post.
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| **Accountabilities – All Staff****All staff are expected to:*** Demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside college.
* Undertake personal professional development as required.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
* To work in the best interests of the College, students, parents and staff.
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| **All Staff - Safeguarding Duties and Responsibilities*** The College is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.  The following is expected of all staff:
* To uphold the College’s policies relating to safeguarding and child protection, behaviour, Health & Safety and all other relevant policies.
* To promote and safeguard the welfare of students for whom you are responsible and come into contact with.
* To ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education, (2015) communicating concerns to the Designated Safeguarding Lead, other relevant staff of CAPA College or local Children’s Services as appropriate.
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| **Employment checks required of this post:*** Evidence of entitlement to work in the UK.
* Evidence of essential qualifications as detailed in the Person Specification.
* Two satisfactory references.
* Evidence of a satisfactory safeguarding check e.g. DBS.
* A List 99 check.
* Confirmation of medical fitness for employment.
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