

Job Description

Job Title: Admissions Administrator

Accountable to: Trust Admissions Manager

Hours: 37 hours per week

Weeks: 42 Weeks per year (Term Time Only plus 2)

Core Purpose:

As directed by the Trust Admissions Manager, the post holder will support the Admissions and Marketing Team by providing administrative and operational assistance to ensure a smooth and engaging experience for prospective students. As part of the trust Support Team, under the general oversight of the Admissions Manager, the post holder is required to work flexibly to provide a coherent service to meet the needs of both Aston University Engineering Academy and Aston University Mathematics School

Key Responsibilities:

- To assist the Senior team and Admissions Manager in the establishment, maintenance and development of efficient and effective trust admission systems.
- Maintain accurate and up-to-date admissions and student records in the schools' management information systems (MIS), using both Bromcom and Applica.
- To administer and process all new enquiries for student applications to Aston University Engineering Academy, Aston University Sixth Form and where needed Aston University Mathematics School.
- Respond promptly and professionally to admissions enquiries via phone, email, and in person.
- To support the co-ordination of admissions events, including open days and parent tours.
- To prepare and administer admission related documentation.
- To support with student enrolment and open evenings events.
- To attend careers fairs and external admission events to promote the schools.
- To assist with Reception and The Hub duties in exceptional circumstances

General Responsibilities:

- To be aware of and comply with all policies and procedures, particularly those relating to child protection, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- To be a co-tutor, when assigned, and to be responsible for carrying out the duties as set down in the generic tutor job description under the direct supervision of the lead tutor.

- To undertake general administration duties as required by the Admissions Manager or other members of the Senior Leadership Team.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person specification:

Essential

- Excellent communication and interpersonal skills, combined with enthusiasm for providing a high quality service with a flexible/adaptable attitude
- Strong organisational and time/task management skills, completing tasks to deadlines and standards when juggling competing priorities and interruptions
- Capacity to work independently with minimal supervision but also as part of a team
- Awareness of and willingness to support difference and ensure all pupils have equal access to opportunities to learn and develop
- Commitment to supporting and promoting the Academy ethos and contributing to the overall aims of AUEA
- Good IT skills in Word, Excel and Outlook
- GCSE English and Maths Grades A-C/9-5 (minimum).

Desirable

- Prior relevant experience of administration
- Prior experience in a school environment
- Excellent IT skills including Experience in working with data such as excel spreadsheets and ability to mail merge
- knowledge of Bromcom or equivalent would be an advantage