

## POST DESCRIPTION

<b>Job Title:</b>	Student Recruitment Officer STECJD78
<b>Responsible to:</b>	Information Services Manager
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose</b>
1.1	To process student applications and progressions to programmes and courses at Scarborough TEC.
1.2	To engage in student recruitment and school liaison activities in partnership with schools and other external organisations.

<b>2.</b>	<b>Key Responsibilities</b>
2.1	Contribute to the effective delivery of the college admissions service, undertaking a range of tasks that ensure applications are managed effectively, coordinating all aspects of the applications process, including acknowledgement of applications, organisation and notification of interview dates, and confirmation of programme offers
2.2	Undertake engagement and recruitment activities in order to recruit students from key target markets
2.3	To provide a professional service to members of the public, college staff, current and potential students.
2.4	To provide accurate and timely information to stakeholders and Institute Group Managers.

<b>3.</b>	<b>Specific Duties</b>
3.1	Accurately input application and school liaison data into the colleges data systems.
3.2	Monitor and manage the progression of applicants, ensuring that delays do not occur and that regular communication is maintained.
3.3	Monitor recruitment targets and support curriculum teams to deliver on performance indicators including application generation and enrolment conversion
3.4	Coordinate the progression of college students to their next level of study
3.5	Carry out fee assessments for potential students as part of the colleges IAG process
3.6	Provide professional and impartial information advice and guidance about programmes, progression routes and opportunities at Scarborough TEC
3.7	Promote, encourage and facilitate the progression of students from partner schools to the college
3.8	Develop and maintain links with key advisors, schools and external agencies to support the transition and recruitment of students to Scarborough TEC
3.9	Attend feeder school and college careers events, open evenings and other engagement and transition activities

3.10	Proactively develop and maintain effective links with college faculties to ensure a high degree of understanding in relation to the curriculum offer
3.11	Work with schools to ensure a consistent offer is available with the aim of achieving a minimum level of contact with each year 10 and 11 cohort
3.12	Assist with the running of student recruitment open evenings/days held at Scarborough TEC
3.13	Process data cleansing reports to ensure accuracy of data; follow up and correct inaccurate or incomplete data sets
3.14	Resolve queries via helpdesk tickets or emails
3.15	Contribute to the range of activities across the Information Services department
3.16	Promote a positive image of the college in all contact with students, potential students, parents and employers.
3.17	To carry out other such duties that are commensurate with the level of post and responsibilities

<b>4.</b>	<b>Budget Responsibility</b>
	The post holder is not a budget holder under the Group's accounting system. However, the post holder will be required to observe and comply with the financial regulations of the Institute Group.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group and will be expected to attend all other relevant training and continuous professional development events and be responsible for their own professional updating.

<b>6.</b>	<b>Health and Safety:</b>
6.1	The post holder will be required:
6.2	To take reasonable care to safeguard their own safety and that of others with whom they work
6.3	To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.
6.4	Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
6.5	To report immediately any defects in plant, equipment or the environment

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

*Please see following page for Person Specification*

Qualities	Specific Requirements	E/D
<b>Qualifications and Training</b>	GCSE English and Maths grade A-C or equivalent Level 2 or equivalent in Business Administration Information Advice and Guidance qualification or willingness to work towards	E E E
<b>Specialist Knowledge</b>	Knowledge of working within an administrative environment Up to date knowledge of ICT systems and packages Knowledge of the post 16 educational market	E E D

	Working knowledge of student records systems within FE	D
<b>Experience</b>	Experience of working independently, flexibly and as part of a small team Experience of working within the educational sector	E D
<b>Skills and Attributes</b>	Ability to positively promote the TEC partnership values and acceptable standards to staff and students Ability to multi-task effectively and prioritise own workload Possess excellent organisational and efficient administrative skills Excellent communication and interpersonal skills Prepared to work flexibly according to the needs of the service Ability to establish effective working relationships with staff at all levels across the college and with outside agencies Ability to process data with a high level of accuracy	E E E E E E E
<b>Other</b>	DBS check carried out on appointment Smart business dress Attendance at external events and meetings Full Driving License and access to own car	E E E E

Qualities identified and determined by:

*E = Essential*

*D = Desirable*