



BURSARY & ADMISSIONS ADMINISTRATOR JOB DESCRIPTION

Job title	Bursary & Admissions Administrator
Grade	Grade B
Responsible to	Admissions Officer
Responsible for	To provide confidential and effective bursary administration for current learners and support the administration of admission of new learners.
Effective from	Jan 2025

<p>Summit Learning Trust Mission Statement Success through Endeavour Ambition through Challenge Strength through Diversity</p>
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Role Purpose

- To support the administration of the student bursary funds following systematic processes and procedures.
- To support the Admissions Officer with the administration of the admissions processes.
- To provide excellent customer service to both current and prospective learners
- Professional handling of queries from all stakeholders both in person and over the phone.
- To attend seven interview evenings over the year (or the calendared number if different).
- Operation of a variety of computerised college information systems, for purposes such as data entry, maintaining records, data retrieval and running reports.
- Maintaining records and ensuring that data is accurate and that proper audit trails are maintained.
- The confidential and accurate processing of financial records.
- Take part in the College Professional Development and Performance Review Scheme.

General Duties

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- Work in accordance with all of the college's policies and procedures.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

Person Specification – Bursary & Admissions Administrator

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good standard of education including at least GCSE English and Maths grade C/4 or equivalent. 	<ul style="list-style-type: none"> • A Levels or level 3 equivalent qualification. • First Aid at Work qualification.
Relevant Experience	<ul style="list-style-type: none"> • Experience of working without direct supervision. 	<ul style="list-style-type: none"> • Experience of working in post-16 education. • Experience of managing student bursary. • Experience of college admissions processes. • Experience of working in an office environment.
Skills and aptitudes	<ul style="list-style-type: none"> • Keen attention to detail and ability to maintain accurate records. • Ability to spot potential issues and be proactive in problem solving. • Ability to be an active team member. • Effective verbal and written communication skills. • Ability to balance the need to take the initiative with an awareness of the boundaries to individual competence and responsibilities. • Well-developed organisational and administrative skills. • Competent user of Microsoft 365. • Communicate with a range of internal and external stakeholders i.e. parents, schools, learners 	<ul style="list-style-type: none"> • Use of Arbor. • Use of Applicaa. • Use of data to inform decision making. • Ability to effectively manage difficult conversations. • Understanding of the student bursary application process.

	<ul style="list-style-type: none"> • Ability to reliably meet deadlines. • Commitment to continuing professional development. 	
Special Requirements	<ul style="list-style-type: none"> • Enhanced DBS clearance. • Compliance with all School and Trust policies. • Safeguarding and promoting the welfare and success of all students and young people. • The implementation of equal opportunities practice. • Promoting the stated aims and policies. 	

Professional Services Colleagues

The following Generic Job Description is applicable to all Professional Services Colleagues and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

Raising Standards of Achievement

- To work as a whole staff to raise standards of achievement for all our learners.
- To adhere to the College's policies and practice.
- To promote the College's ethos in every aspect of the role presenting a positive image to the community.
- To act as a role model for our learners, promoting our vision and values.
- To work flexibly to support the College's needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College's Time Off In Lieu Policy.
- To undertake any reasonable task as directed by the Principal.
- To be proactive in suggesting and supporting change for the benefit of the College community.
- To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

Our Learners

- To be responsible for assisting with and monitoring the welfare, care and safety of learners e.g. acting as a student mentor
- To take responsibility for reporting inappropriate student behaviour while on site to relevant colleagues and dealing with incidents if able, appropriate and necessary.
- To note, share and celebrate learners achievements.
- To be aware of and work to achieving the College's Strategic Priorities.

Support, Training and Professional Development

- To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
- To participate in whole College training and Staff Development Days as appropriate.
- To participate in the College's Performance Management Programme.
- To make a full commitment to the delivery of the College's policies for Health and Safety and Equality and Diversity.
- To actively promote Safeguarding, British Values, Prevent and the College's Promoting Resilience: Preventing Vulnerability strategy.
- To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
- Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.