



# Job Description: Admissions Interviewer Hourly Paid (Fixed Term)



**Admissions Interviewer- Hourly Paid  
(Fixed Term until September 2024)  
REF: MRT025-636**

**The role:**

As part of the Schools Liaison and Admissions Team, the Admissions Interviewer is a key role in ensuring that the College provides a smooth and engaging applications process for school leavers. The position involves giving advice and guidance to prospective applicants to enable them to choose a course which matches their aspirations and abilities. The role also includes taking an active part in the course discussions which take place on site at the college campus and at our local partner high schools.

**Responsible to:**

The postholder is responsible to the Schools Liaison Coordinator.

**Key Accountabilities and Responsibilities:**

- Conduct Course Discussions:
  - Welcome pupils and ensure they are relaxed
  - Identify current attainment level and life experiences
  - Discuss reasons for applying to selected course and future aspirations
  - Provide expert information about the course and explain any course specific requirements;
  - Or, recommend alternative course solutions if attainment level does not match
  - Ensure that any advice given and decisions taken are in line with the College's Admissions Policy
  - Appropriately direct applicants to student support services within the College
  - Present successful applicant with official College Offer Certificate
  - Explain next steps to becoming a College Student
- Ensure all paperwork and online systems are correctly filled out and inputted correctly.
- Develop an expert level of knowledge about all courses/subjects on offer and their various entry requirements.
- Continually expand an understanding of the College's specialist features and facilities.
- Has an insight into the different career opportunities and suitable Higher Education courses available following the successful completion of each course.
- Build a good understanding of the support services which the College offers to students.
- Attend appropriate training courses required to fulfil the role.
- Help prospective pupils accurately complete an application form.
- Support pupils' application process by attending key events, such as New Student Day and Enrolment.

- Assist with events, both at schools and in college, as and when required.
- Represent the College in a formal capacity in line with its mission and vision statements.
- Undertake a range of administration duties, as directed by Schools Liaison Coordinator.
- Use College IT systems in order to complete your duties and responsibilities.
- The post-holder will be expected to work flexibly and to undertake any other duties that may, from time to time, be reasonably allocated by the line manager.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 3 Qualification	E	A
Level 2 qualification in English (or a willingness to work towards achieving)	E	A
Level 2 qualification in Mathematics (or a willingness to work towards achieving)	E	A

Experience		
Experience of conducting professional job interviews	D	A/I
Experience of working in a customer facing environment	D	A/I

Knowledge, Skills and Attributes		
Understanding of the range of educational opportunities available to young people leaving school.	D	I
Excellent time management and organisational skills.	E	A
Proficient IT skills: Word, Excel, Databases, PowerPoint	E	A
Good communication skills and ability to explain complex information to a variety of audiences.	E	A
Commitment to delivering excellent customer service.	E	A
Commitment to equality of opportunity.	E	A
Commitment to continuous improvement.	E	A
Ability to work evenings.	E	A

Car driver or able to prove sufficient mobility appropriate for the duties of the post.	E	A
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

£13.10 per hour.

Expected hours per term = 16-20

### Summary of Terms and Conditions of Employment:

This role is variable and flexible with workable hours made up to suit the post-holder. Course Discussion Evenings will take place on selected dates between October and June, running from 4-6pm at both Southport College and KGV 6th Form College. Within the autumn and spring terms, in-school course discussions will also be held during the school day at our partner high schools.

The postholder will be eligible to contribute automatically to the Local Government Pension Scheme (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

Interviews will be held:

Within one month of closing date

Admissions Interviewer

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

