

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Student Recruitment Officer	<b>Post Number:</b>	CS0848P
<b>Daily Supervision:</b>	Student Recruitment Team Leader	<b>Grade:</b>	CSS Scale 3
<b>Department:</b>	Digital Engagement Team	<b>Last Updated:</b>	October 2021

### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

Effective and customer-focused application and enrolment data collection and inputting to ensure college policy, audit and conditions of funding requirements are met.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Accurate and timely processing of applications and enrolments via the College management of information system.
2. Support supervisors in data audit.
3. Support supervisors in ensuring daily and weekly tasks are completed and targets are met.
4. To support supervisors in working closely with the CIS team to ensure data quality is at the required standard.
5. To support Open Day and Welcome Day activity, out of hours when required.
6. To ensure the accurate and timely collection and inputting of destinations data.
7. To work with Student Services to ensure their data audit requirements are met.
8. To engage fully with training to enable up-to-date knowledge on funding specifications and college policies and systems.
9. To work remotely at other college campuses if and when required.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
12. To maintain quality standards appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	5 GCSEs at C/4 or above including Maths and English	A/I
2	NVQ 3 in Customer Services / Administration	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non-discriminatory manner	A/I
4	The ability to work as a member of a team	A/I
5	Good interpersonal skills	A/I
6	High level of customer care	A/I
7	Excellent telephone manner	A/I
8	Good organisational skills	A/I/T
9	Excellent verbal, written and communication skills	A/I

	Experience	PSM
10	Recent administration experience	A/I
11	Data input experience	A/I
12	Ability to work in a customer contact environment	A/I

	Work Related Circumstances	PSM
13	The ability and willingness to undertake relevant staff development.	A/I
14	The ability and willingness to work flexibly across sites and outside of normal working hours when required	A/I

	Skills/Abilities - Other	PSM
15	Level 2 IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training	A/I/T
16	The ability to work using own initiative	A/I
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

<b>Prepared By:</b>	Claire Lloyd - Head of Marketing and Engagement
<b>Date:</b>	October 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test