

Job Description	
Job Title:	Student Admissions Team
Responsible to:	Senior Management
Grade of Job:	Administration
Rate of Pay:	£15,500 - £21,000 (dependent upon experience)
Hours	25 hours per week (to be worked over 5 days per week)
Main Duties:	
<p>Bridge Training Ltd (BTL) is a small training provider based in Gloucester City Centre and work with young people aged 14-19 at Entry Level to Level 2. 200 students are currently enrolled at BTL.</p> <p>As part of the BTL team you will help to develop a strong programme that meets the needs of the students and the BTL curriculum. You will be working in the Students Admission Team within the Study Programme contract, this is a busy and time sensitive post and we are looking for someone with good communication skills as you will be speaking with a variety of internal and external customers (learners, parents/carers).</p> <p>As part of the Bridge Training Student Admissions Team you will help to develop a strong induction and Information and Advice (Guidance (IAG) programme that meets the needs of the learners and external stake holders with a 'can do approach' to meet BTLs aims and standards</p> <p>You should have excellent communication, organisational and interpersonal skills. The ability to pay attention to detail, work in a supportive manner and use initiative are equally important to the role.</p> <p>You will be responsible for;</p> <ul style="list-style-type: none"> • Carrying out look arounds and initial interviews with prospective students • Being involved in the student induction programme • Review and IAG meetings • Supporting students and staff to ensure commitment and achievement <p>Benefits and Information:</p> <ul style="list-style-type: none"> • We follow the Safer Recruitment Process and Policy • Employment is subject to the successful completion of an enhanced DBS • BTL offer free parking, on site in the centre of Gloucester (accessible to staff always) • A company pension scheme is offered to all employees, with matched contributions from the employer • 30 days holiday (+ bank holidays) pro-rata per annum, with extra days given at Christmas • Hours can be worked flexibly over a 5-day period (if required) 	

Daily Duties:
To be responsible for taking bookings, co-ordinating and carrying out look-arounds and initial interviews with prospective students
To liaise with external agencies to request necessary and relevant information to ensure that the Safeguarding process is adhered to when enrolling students
To contact non-attending students within the first six weeks, to ascertain reasons for absence and support them into returning to BTL
Input internal progression and enrolment data onto the internal database, guide applicants through the enrolment process both face to face and over the telephone and assist with student timetable changes
Provide detailed, relevant and up to date advice and guidance to students to ensure that they are enrolled onto the correct programme
Carry out initial and diagnostic assessments of students to ensure they meet the relevant entry criteria for the course



To be able to extract, manipulate and analyse student data and produce reports and other statistical analyses to inform decision making
To liaise and meet monthly with other staff managing the EHCP, School/Private and EHE cohorts
To create and maintain student registers and trackers weekly for the first six weeks of the students training programme
To arrange and attend with the welfare team (where necessary) multi-disciplinary meetings at BTL to discuss the students main vocational aim at the six week point within their training programme
To undertake exit advice and guidance interviews with each student prior to / or when they are leaving or planning not to return
To be integral in the six-week induction programme and assisting in student induction
To work with all staff and students to create a supportive, learner friendly environment ensuring open communication
Maintain clear and accurate paperwork, including the co-ordination of termly review/progress reports and IAG reports
The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

Person Specification:

Qualifications	Essential	Desirable
Qualified to NVQ Level 3 or equivalent (any subject)	√	
GCSE Maths & English Grade 4 (C) or above	√	
Knowledge of BTLs admissions process		√
Qualified to level 2 or above in IAG		√
Experience		
Minimum of two years' experience working successfully with young people, ideally offering IAG	√	
Experience of dealing with difficult student issues	√	
Experience of using spreadsheets and word process' and packages within the workplace.	√	
Experience of working with IT portals/databases as well as data analysis	√	
Skills and Abilities		
Excellent IT skills	√	
Ability to demonstrate commitment and contribution to effective teamwork.	√	
Ability to interpret and operate policies	√	
Ability to act on own initiative and work independently	√	
Excellent organisational skills including good time management skills	√	
Ability to prioritise workload and identify problems that may require action by others	√	
Ability to communicate effectively, both verbally and in writing	√	
Ability to adapt quickly to role demands and the different sectors of IAG	√	
Ability to build rapport and put people at ease	√	
Qualities		
Understand and respect the principles of confidentiality	√	
Possession of excellent interpersonal skills	√	
Sensitive to the needs of the customer	√	
Able to work in a pressurised environment	√	
Ability to work accurately with attention to detail	√	
Have a commitment to personal development	√	
Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Bridge Training	√	