



Job title	Admissions Officer
Responsible to:	Admissions Director
Place of work	Sidney Sussex College and associated properties
Salary:	Point 37– 43 on the University’s single salary spine. Salary progression within this range is discretionary.
Hours:	Permanent, full-time post involving 37.5 hours per week. Occasional availability to work at busy periods throughout the year including some Saturday work is required.
DBS	This role will require an enhanced Disclosure and Barring Service check. Reference can be made to the Recruitment of Ex-Offenders Policy for further information.
Holidays:	25 days annual leave, plus 8 bank holidays
Pension scheme:	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

Job Summary

To work alongside the Admissions Director to manage and coordinate undergraduate admissions, with support from the Tutorial Assistant at key times of the year.

Key Responsibilities

Admissions cycle

- Act as the main point of contact and manage appropriately all enquiries (both by email and over the telephone) from prospective applicants, applicants, teachers and parents/supporters.
- Inform and advise applicants, their parents/supporters, teachers and others about admissions policies and procedures.
- Manage all aspects of the admissions process from application to admission.
- Receive and process applications, and make arrangements to receive and process submitted work, Extenuating Circumstances Forms and Adjustment at Interview Forms.
- Manage all aspects of the candidate interview process, including liaising with Directors of Studies and candidates, drawing up complex schedules, processing any adjustments at interview, inviting candidates to interview, making necessary domestic arrangements (such as overnight stays and meal provision) and providing relevant documentation to interviewers.

- Co-ordinate the College's participation in the Organ Trials, Choral Awards Scheme, and Foundation Year Programme.
- Arrange payments for interviewers, student helpers and invigilators.
- Use IT systems to maintain and develop admissions processes, including the University's student records database (CamSIS).
- Inform applicants and their schools and Colleges of the outcome of the applications, and circulate feedback (as prepared by the Admissions Director).
- Prepare English Language Pro Formas.
- Produce the necessary paperwork for the Winter Pool, including preparing files and cover sheets and organising interviews where appropriate.

Offer holder administration

- Act as the main point of contact and manage appropriately all enquiries (both by email and over the telephone) from offer holders.
- Process financial forms and evidence for all students in collaboration with the Student Finance Manager.
- Produce the necessary paperwork for the Summer and August Reconsideration Pools.
- Assist the School Liaison Officer and Admissions Director with the organisation and delivery of Open Days, including providing guidance to prospective students and parents/supporters.
- Check all students meet the matriculation requirements.

General responsibilities

- Provide guidance and support to the Tutorial Assistant during Michaelmas term.
- With the School Liaison Officer and Admissions Director, update and maintain content on the admissions pages of the College website, in collaboration with the Communications team.
- Liaise with the Cambridge Admissions Office (CAO) at all appropriate stages in the admissions process.
- Attend Admissions Administrators' meetings and other working groups as appropriate and required to ensure sharing of good practice and development of admissions procedures more generally.
- Operate and maintain admissions filing systems, ensuring efficient document retrieval.
- Provide support, information and advice to other College departments on developments in admissions policy and practice.
- Maintain familiarity with University admissions and national Higher Education policies.
- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

The College

Sidney Sussex was founded in 1596 and is, therefore, one of the traditional Cambridge Colleges. While we may be old in terms of our foundation, we are a forward-looking College enjoying excellent facilities in a very attractive central Cambridge location and with a strong sense of community for all who work or study here.

We are one of the smaller Colleges, with some 350 undergraduate students and approximately 200 - 250 graduate students. This small size contributes towards the community spirit we enjoy. The College has about 50 active Fellows (i.e. academic staff), and about 100 staff. Sidney Sussex is committed to attracting the best students and staff of all backgrounds.

PERSON SPECIFICATION:

	<i>Likely to include</i>	<i>Desirable</i>
Qualifications/ Education	<ul style="list-style-type: none"> • Educated to degree level or have other relevant further qualifications or experience 	
Experience	<ul style="list-style-type: none"> • Experience of using databases and student record management systems • Advanced user of Microsoft packages including Word, PowerPoint, Outlook and Excel spreadsheets 	<ul style="list-style-type: none"> • Experience of working in an educational establishment and campus environment • Experience of the undergraduate admissions process
Skills/Knowledge Training	<ul style="list-style-type: none"> • Excellent organisational skills, prioritisation and planning of work to meet firm deadlines • Excellent standard of written English for the production of reports • Strong numeracy skills, with the ability to analyse data • Ability to draft clear and succinct correspondence • Attention to detail and a pride in getting things right • High level of accuracy • Strong written and verbal communications skills with a wide range of constituents • Ability to work calmly and accurately under pressure • Ability to work on own initiative as well as part of a team, and manage a varied workload 	<ul style="list-style-type: none"> • Knowledge of the UK secondary education system • Awareness of data protection regulations • Understanding of the collegiate education system
Personal attributes	<ul style="list-style-type: none"> • Have a high degree of professionalism, organisation, and personal integrity • Helpful and friendly approach when working with a wide range of people • A willingness to work flexibly within a fast changing environment where occasional weekend work will be necessary • Be willing to adopt a collaborative approach to 	Understand the importance of confidentiality

	tasks and to help develop new approaches	
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Sidney Sussex College is an equal opportunities employer.

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