# A close-up of a logo  Description automatically generated

# **JOB DESCRIPTION**

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| **JOB TITLE:** | Schools Liaison Admissions Tutor |
| **RESPONSIBLE TO:** | Schools Liaison and Admissions Team Leader/ Schools Liaison Manager  |
| **JOB PURPOSE:**  | To promote the college to prospective students and other key stakeholders. Provide advice and guidance to prospective applicants to enable them to choose a course at College which matches their aspirations and abilities. |
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**MAJOR RESPONSIBILITIES:**

* Marketing the college at every opportunity by engaging prospective students and their parents through face to face events, including career conventions, school parents’ evenings and college open events.
* Interview prospective school leaver applicants
* Welcome students and identify their needs
* Speak positively about the college and the programmes on offer
* Refer to course and programme information to help identify the right course for the prospective student
* Assess current educational level and life experiences
* Give professional advice, matching course requirements and student needs
* Recommend solutions or referral when confronted by key issues such as: learning difficulties, transport and other forms of support
* Help out at high school parent evenings and career conventions to market the college and give general advice about the college and courses offered
* Ensure all paperwork is correctly completed and pass relevant documentation to Admissions.
* Develop a high level of knowledge about the courses, programmes and other opportunities that Riverside and Cronton offer.
* Develop a good understanding of the support which Riverside offers to students, particularly those provided by Student Services.
* To undertake other duties as may be reasonably required commensurate with grade, at the initial place of work or at other locations.
* Be committed to equal opportunities, customer care and quality assurance.

## **PERSON SPECIFICATION**

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| QUALIFICATIONS/ ATTAINMENTS |  |
| The successful candidate should have: |  |
| Formal qualification at least GCSE standard  | Essential  |
| Excellent communication skills | Essential |
| * Listening
* Talking
* Non-verbal/body language
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| Marketing qualification | Desirable  |
| Basic IT skills (word processing) | Desirable |
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| TRAINING/ EXPERIENCE/ KNOWLEDGE |  |
| The successful candidate should have: |  |
| Experience of dealing with people | Desirable |
| Knowledge of 16-18 education | Desirable |
| Career awareness for school leavers | Desirable |
|  |  |
| PERSONAL SKILLS/ ATTITUDES  |  |
| The successful candidate should have: |  |
| Excellent communication and interpersonal skills | Essential |
| Confidence in dealing with people from all “ walks of life” | Essential |
| Willingness to work flexibly within given hours of work | Essential |
| Be committed to equal opportunities, customer care and quality assurance  | Essential |
| Good administrative skills  | Essential |
| A full driving licence and their own transport  | Essential |

#### TERMS AND CONDITIONS

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| **RATE OF PAY:**  | £13.45 per hour |
| **WORKING HOURS:** | Variable The hours for this role are based around promotional events and interviewing prospective students.  |
| **PENSION SCHEME:** | All staff are eligible to join an occupational pension scheme, the Local Government Pension Scheme for support posts and the Teachers’ Pension Scheme for teaching posts. They both provide a pension and a tax free lump sum on retirement based on length of membership and final pensionable pay.  |
| **HOLIDAYS:** | You will receive an additional payment in respect of holiday pay. |
| **PAYMENT:**  | You will be paid by direct debit transfer on the 23rd of each month. |
| **NOTICE:** | The appointment will be terminated by one months notice on either side (except where statutory periods afford more beneficial terms). |
| **SMOKING:** | The College operates a no smoking policy  |