**Job Description**

**Student HUB Manager**

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| **Responsible to:** | Head of Partnerships |
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| **Job Purpose:** | Working collaboratively with the Partnership Cluster and curriculum teams to provide a highly effective and dynamic Admissions and Student Services provision at Halesowen College |
| **Hours:** | Full time 37 Hours Per Week. The postholder will be required to work evenings and occasional extra hours not deemed part of the normal working week. Time off in lieu is provided for these instances. |
| **Salary:** | Grade 24 £30,990 |
| **Annual Leave:** | The leave year runs from 1 September to 31 August  25 days and after 5 years 30 days  8 days Bank Holiday and 5 days for College Closure |
| **Pension:** | West Midlands Pension Fund and our employer contribution is 18.9%  Employee contributions depend on your annual salary see:  <https://www.wmpfonline.com/members> |
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**Key Responsibilities**

* Actively promote the College’s curriculum offer, including Full Time 16-18; Apprenticeships; Higher Education and Adult provisions
* Manage the delivery of a highly effective student service provision with the College
* Management of the Admissions budget
* Effectively manage Student Finance applications for 16-19 bursary fund; learner support for adults; free college meals, and liaising closely with the College’s Finance Department
* Line management responsibility of the Student HUB Team, ensuring all staff are knowledgeable on the Halesowen College curriculum offer each academic year
* Analyse and report monthly to the Head of Partnerships on applications; acceptances; conversions; holding; interview; non-attendance; offers; progression; transfers; withdrawals
* Analyse and report monthly applications from feeder schools to the Head of Partnerships
* Oversee and manage the offer correspondence to applicants and invitation to Applicant Days
* In compliance with relevant GDPR and confidentiality agreements manage and maintain evidence of applicants’ entry requirements and record of approved/recorded prior learning
* Ensure there is a year-round *keep warm* communications plan for Halesowen College applicants
* Ensure the College’s website and prospectuses reflect accurate and up to date information in relation to admissions services, including but not limited to: *key dates; financial support; the College’s bus services*
* Manage the College’s Applicant Visit Days/Events, including greeting applicants; signposting; offering information advice and guidance
* Manage the College’s live chat enquiries service, and ensure relevant generic inboxes for applicants are managed, maintained and updated regularly
* Work closely with the Marketing HUB Manager to ensure the College’s freshers’ fair (InfoFest) for applicants is accessible; informative and relevant to future students
* Promote and support the College’s Open Days, including greeting applicants; signposting; offering information advice and guidance
* Ensure the Student HUB visually promotes Halesowen College events, including Open Days; University Centre Halesowen lectures; Community HUB public activities; Student Voice promotions
* Work closely with the Schools HUB Manager to ensure potential applicants from school partnerships are knowledgeable on how to apply to study at Halesowen College, and who to speak to if they have any queries, or questions
* Stay up to date with the Quality Assurance Agency’s advice and guidance in relation to Higher Education Admissions; Recruitment and Widening Access: <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
* **Knowledge or the ability and commitment to acquire knowledge of the DDA 1995 (as amended by the Special Educational Needs and Disability Act 2001) and its practical application in the workplace.**
* Promote equality and diversity, and the PREVENT agenda amongst students and potential applicants.
* Take a pro-active approach with students regarding safeguarding issues.
* Participate in the College staff appraisal scheme.
* Undertake any other duties as may be reasonably required by the Head of Partnerships to meet the demand of service provision in the partnerships cluster.

**Under DBS legislation and guidelines this is a regulated activity.**

Any other duties, which may from time to time, be required and which are commensurate with the skills experience and grade of the post holder.

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers, and customers.

**Harassment and Discrimination**

You have a duty not to discriminate against or harass colleagues, contractors, students, parents, guardians or potential students or other College visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

**Safeguarding and Staff Code of Conduct**

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

**Health and Safety**

The College and its employees have legal obligations in respect of the health, safety, and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College Health and Safety Policy.

Other information for job holders/applicants:

**Disclosure and Barring Service Check**

This post, due to its nature, duties, and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice Halesowen College ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check, and a check of the DBS barred lists.

**Safeguarding**   
Halesowen College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  
Successful applicants will be subject to an enhanced Disclosure and Barring check.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions, or family responsibilities.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles in their work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7677.

It is registered at present for 29 children in the early year’s age range. The baby room caters for 9 babies.

**Information Technology**

The College has approximately 2,600 computers across its sites including PCs, laptops, netbooks, and Macs running a range of industry standard software. Equipment is available for long- and short-term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

**Smoking**

Halesowen College is a designated smoke-free environment within the perimeter of all College property by order of the College Governors, smoking shelters are provided. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Campus**

The College has three sites, Whittingham Road, Shenstone House, and Coombs Wood. Staff can be asked to be based at and/or work across all campuses.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**

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