

JOB DESCRIPTION

Post Title: Hourly Paid Admissions Interviewer

Responsible to: Head of School Partnerships

Purpose of the Role

The postholder will be expected to:

- Give advice and guidance to prospective applicants to enable them to choose a course which matches their aspirations and abilities.

Duties

1. Interview prospective students:
 - Welcome students
 - Identify the needs of students
 - Discuss the opportunities on offer for potential students
 - Assess current educational level and life experiences
 - Give professional advice matching course requirements and student needs
 - Ensure that any advice given and decision taken is in line with all College policies e.g. Equality and Diversity, Data Protection etc.
 - Recommend solutions or refer students to appropriate student support services within the College
2. Adhere to the student interview schedule, which is managed by the School Liaison & Admissions team.
3. Ensure all paperwork is correctly filled in and pass relevant documentation to the School Liaison & Admissions team.
4. Develop a high level of knowledge about the courses offered by Wigan & Leigh College.
5. To keep abreast of College and divisional USPs and the College curriculum.
6. Develop a good understanding of the support services which Wigan & Leigh College offers to students.
7. Attend training sessions commensurate with the role.
8. Assist with Parents' evenings, careers fairs and mock interviews, as and when required.
9. Offer help on completing application forms when necessary
10. Support the enrolment process by supporting key College recruitment events such as applicant welcome day and enrolment.

Corporate Responsibilities

1. To share and demonstrate the values of the College.

2. To adhere to all College regulations including financial regulations.

General Responsibilities

1. To take responsibility for ones own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

You may be required to interview virtually, from College and from your home.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

October 2020

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at www.gov.uk

Qualifications

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Level 3 qualification
- Marketing qualification
- IAG Level 3 qualification

Knowledge

- Awareness of legislation/ policies with regard to Equality and Disability and Data Protection or a willingness to undertake training
- Working knowledge of Word, Outlook and Excel
- Knowledge of 16-18 and 19+ education
- Prior interviewing experience
- Careers advice knowledge/awareness
- Knowledge of a range of subject areas within College

Competencies

- Possess excellent communication skills
 - Listening
 - Speaking
 - Non-verbal/body language
- Display the ability to relate appropriately to young people
- Display initiative, be positive and friendly
- Calm and patient manner
- Be committed to equal opportunities, customer care and quality assurance
- Willingness to work flexibly within given hours of work - able to work at least one evening per week during peak periods (Nov-April)

Other Requirements

- Able to travel as necessary to fulfil the duties of the post
- A willingness to undertake appropriate Continuous Professional Development
- A commitment to on-going personal development and willingness to attend appropriate training courses

- A willingness to work flexibly and outside of normal office hours; evenings and weekends
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children
- Full driving licence and have use of a car
- This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes