

Role Profile: Admissions Officer (Compliance)

Purpose

The Admissions Officer (Compliance) will play a crucial role in supporting the admissions and pupil roll across the North Bridge House group of schools. They will support the Admissions Managers in keeping up-to-date admissions-based information, including compliance records to support the admission process.

The Admissions Officer will also support the international team in processing new applications and ensuring UKVI compliance for new and existing families.

Key Accountabilities

UKVI and Applications Compliance

- Be the group's UKVI champion
- To maintain and update individual student files, both electronic (e-visas/permits/copies of birth certificates) and paper (collect passport copies)
- Liaise with our international team who assign CAS numbers for approved students who will require sponsorship and ensure that international passport holders have the right to study in the UK
- Gather and record necessary student/child visa support to non-EU applying families as required and support the maintenance of the UKVI documentation
- Keep up to date and compliant with UK visa regulations, including attending educational/support meetings and UKVI sessions.
- Ensure international student records are kept up to date eg. parental passport copies, visa status changes etc
- Undertake day to day liaison with the school attendance officer to ensure sponsored students comply with regulations

Admissions Management Support

- To be an excellent data manager and understand how to manage, analyse and develop data reports
- Maintain the prospective parents' databases and ensure accurate data-input for all stages of the process
- Coordinate receipt of all documentation relevant to support a new admission, and maintain admissions file ahead of transfer to the school offices on enrolment
- Support in the coordination and preparation for all new pupil events and taster days
- Enter all appropriate pupil data on to Dynamics and iSams
- Complete the transfer of admissions records for families when they leave
- Act as brand ambassador
- Support the admissions and marketing team in planning and organising pupil recruitment and marketing events, registering and welcoming parents, ensuring that all required materials are delivered, and parents receive excellent customer service

- Support the Enquiries Manager in responding to first line sales enquiries
- To undertake any other duties as directed by the Head in order to fulfil the role requirement

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects ALL staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Person Specification

	Essential
Skills	<p>Excellent data entry skills (iSams and MS Dynamics experience would be an advantage)</p> <p>Strong attention to detail</p> <p>High level of personal organisation skills</p> <p>Excellent written and verbal communication skills with a pleasant and confident manner</p> <p>Excellent people skills with the ability to interact confidently in person and on the telephone with different types of people</p> <p>A strong service ethic with the desire to deliver a high standard of customer service within the role</p> <p>Outcome focussed, concerned with results</p> <p>Good ICT skills (e.g. Word, Access, Excel, PowerPoint, Database)</p> <p>Flexible attitude – as no two days are the same and the workload varies through the school year</p> <p>Affinity with children, parents and all staff</p> <p>Collaborative approach as well as ability to work independently</p> <p>Ability to work in a fast-moving environment managing conflicting demands and priorities therefore efficiency, flexibility and adaptability are essential</p>

Qualifications	No specific qualifications
Experience	No specific qualifications
Other	<p>Well-presented and of smart appearance</p> <p>Perform any other duties, as required regularly or occasionally, to ensure the smooth running of marketing and admissions and the schools.</p> <p>Ensure a thorough awareness and practical application of the policies and procedures for the schools</p> <p>Operate safely in the school workplace and at external facilities, maintaining a high standard of Health and Safety practice</p>

Key Stakeholders:

Internal – Admissions Managers, International Team / School SLTs, Head of Marketing & Admissions

External – Third Party Contractors

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: