

Job description: Central Admissions and Student Finance Officer (6month FTC)

Status	6month Fixed Term Contract
Base	Waterloo <i>Post holder will be required to work across College sites and at other locations</i>
Salary	Circa £12,995.50 pro-rated based on £25,991 FTE per annum including LWA <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	36 hours per week
Reports to	Central Admissions and Student Finance Manager
Manager to	<i>No Line Management Responsibility</i>

ROLE PURPOSE

- To support students during all stages of their application process
- To process applications meeting service standards
- To process Student Support Fund applications
- To support students with Student Loans applications

MAIN ACCOUNTABILITIES

- Under the direction of Central Admissions and Student Finance Manager provide full support to applicants to the college, converting applications into enrolments
- Liaise with curriculum staff in arranging interviews for students
- Collating evidence from students of identification, previous qualifications, references, and evidence for funding if applicable

- Supporting students with loan applications and contacting the Student Loans Company as part of this process if applicable
- Screening applicants for courses and student support based on eligibility criteria
- Process the payments of student support funds
- Support Students with support fund applications to ensure those who are eligible receive support
- Support students with technical help with the application process as appropriate
- Check attendance data and process attendance returns to Student Loans company
- Liaise with Programme Managers in resolving queries over enrolments

GENERAL COLLEGE RESPONSIBILITIES

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field.

Safeguarding children and vulnerable adults:

- The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible and carry out any duties as may be required and that are reasonable. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will work closely with

- Student Services Staff
- Information Services Team
- Finance Team
- Curriculum Areas

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title: Central Admissions and Student Finance Officer

Essential Criteria:

- 5 GCSE's Grade A-C or 4-9 or equivalent
- Experience in working in a role that requires a high level of detail
- Experience of working in a role that involved dealing directly with people in a customer focused environment
- Experience in working in a role that requires a high level of detail
- Evidence of being able to work in a role that requires working towards service standards
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

Desirable Criteria

- Understanding of student support funds
- Having a commercial focus to work and working towards targets

July 2024