JOB DESCRIPTION

JOB TITLE: SCHOOLS LIAISON OFFICER

DEPARTMENT: Admissions

RESPONSIBLE TO: Tutorial Office Manager/ Admissions Tutors

COMMUNICATION LINKS:

VERTICAL: Tutors for Undergraduate Admissions, Directors of Studies.

HORIZONTAL: Head Porter, Conference and Catering Manager, Tutorial Administrator, Accommodation Administrator.

Background
Homerton College is the most recent Cambridge College, though it has been here since the end of the 19th Century, gaining its Charter in 2011. We are situated on Hills Road on the south side of the city, between the rail station and Addenbrookes hospital and bio-medical campus.

Main Accountabilities:
To raise the profile of the College through access initiatives, student-focused publications and social media, and more general student recruitment activities.

To increase the numbers of good applicants both from widening participation initiatives and from more general recruitment.

The role is largely focussed on school and college liaison, but duties also include the coordination of undergraduate student helpers during Open Days and during the interview period. You will be required to make practical arrangements for visits and activities in conjunction with the Admissions Office and other departments of the College.

Key Roles and Responsibilities:

• Work as a member of the Admissions Team – currently two Admissions Tutors, the Admissions Administrator and a JCR Access Officer.

• Work with schools, particularly those in the Homerton Link Areas (parts of South Yorkshire, Buckinghamshire, a share of Scotland with Selwyn and Pembroke Colleges, the London boroughs of Hounslow, Richmond on Thames and Kingston on Thames) and the College’s linked schools in Cambridgeshire.

• Visit Link Area schools to give talks, run workshops and organise conferences with students, parents and teachers; some of these events will necessarily take place in the evening and so occasional late-night travel and overnight stays may be necessary.

• In concert with the Admissions Tutors to help organise the HE+ programme in Rotherham.

• Assist with visits to Homerton by groups from schools in the College’s Link Areas.

• To organise and run the Homerton Access Summer Schools each year (usually 3-4 subject-specific schools lasting four days each).

• Liaise with other Higher Education Institutions, charities (e.g. Brilliant Club), and the Departments and Colleges of Cambridge, as and when appropriate.
• Maintain and expand the College’s outreach strategy.
• Explore, develop and implement a programme of post-offer support for targeted offer-holders, to support the College in meeting its OfS targets.
• Maintain an up-to-date database of school contacts.
• Lead the Admissions Team in organizing and running the College’s open days (currently February, July and September, with some participation in subject-related ones such as the Maths Open Day).
• Keep in regular contact with the outreach and recruitment teams in the Cambridge Admissions Office (CAO) and to attend official meetings of the University Schools Liaison Officers group (SLOg).
• Update the content of the College’s admissions website and online presence in conjunction with the Admissions Team.
• Assist College officers in other duties which are compatible with the role of Schools Liaison.
• To be trained in, operate and organise data collection and data entry using HEAT (Higher Education Access Tracker); and to work with the finance office in establishing and working within an access budget as set annually by Council.
• Coordinate undergraduate student helpers during the admissions period.

**Person Specification**

**Essential Qualities**

• The ability to work with minimal supervision;
• Ability to communicate at all levels
• Ability to see potential problems and work through solutions until resolution is reached
• Team player
• Excellent interpersonal skills
• Able to work with minimal supervision
• Reliable & Good Time Keeping
• Strong computing skills, including social media;
• Organised and unflappable
• Good sense of humour
• Willingness to work outside of normal office hours (such as evenings and weekends), with compensation through time in lieu.
• Able to undertake and pass First Aid training
• The ability to follow instructions accurately and to show initiative where appropriate;
• The ability to organise the work of others and to work to deadlines;
• Good presentational skills;
• Knowledge of the secondary school sector and experience in advising/teaching year 12 students; AND/OR experience of the Cambridge College system;
• A clean driving licence would be desirable, but a willingness to travel for school visits is essential;
• The appointee will be a graduate.

**Terms & Conditions:**

• The post carries a salary of up to £26,242 per annum according to experience.
• This is a full time post, 37 hours per week
• The time demands of the post are seasonal; It will be necessary for the appointee to work flexible hours, in accordance with these demands
• Time will be given off in lieu for extra hours worked;
• A full DBS check will be undertaken by the College for the appointed candidate.
• After a probationary period the expectation is that the post will be for 3 years with the possibility of extension.
• Mileage and other expenses will be paid for travel when on duty.