Job Title: Admissions Manager

Reporting to: Tutorial Office Manager and Admissions Tutors

Responsible for: Schools Liaison Officer and Admissions Administrator

The College:

Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre, and within easy access of Cambridge mainline station, the College has over 1,000 students and a Fellowship of about 70.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

Job role:

To ensure the smooth running of the Admissions team and to support the Admissions Tutors in the provision of a professional and comprehensive admissions service to the College. The Admissions Manager works with Directors of Studies and College Officers, as well as other academic and administrative staff both on site and across the University.

The post-holder will work closely with the Admissions Tutors, and play a crucial role in implementing developments in the admissions programme, ensuring the smooth running of admissions processes, and maintaining excellent communication with a variety of key personnel, including Directors of Studies, College Officers and staff across the University, in addition to applicants to the College. They will work particularly closely and collaboratively with our experienced Admissions administrator. The role demands a high level of administrative skill, interpersonal dexterity, enthusiasm for working in a faced-paced and changing environment and forward-thinking. This role will monitor admissions budgets and implement the strategic vision of the Admissions team and will be based in the College’s Tutorial Office.

Key duties and responsibilities:

Management:

- Managerial responsibility for Admissions Office staff, including staff recruitment, motivation and retention, induction and training of new staff, and any performance issues that may arise.
- Monitoring and managing the budget of the Admissions Office and all outreach, schools liaison and admission activities.
- Ensuring good collaboration between the Admissions Office and academic staff, working closely to ensure the effective delivery of admissions, keeping the team fully apprised of developments in admissions policy and practice.
- Ensuring that policies and procedures relating to undergraduate admission to the College are fully available to the public online.
- Participating in the administration of procedures for monitoring and reporting on the Admissions processes of the College within an evolving system of audit and quality control, providing information on request in relation to undergraduate admissions statistics, and responding to FOI requests.
• Representing the Tutors for Undergraduate Admissions on various College group meetings, as required.
• Working closely with the Tutorial Office Manager to manage the work allocation during peak periods to ensure that staffing levels are maintained in accordance with seasonal demands, supervising Tutorial staff assisting with the period.
• Preparing and submitting papers in the appropriate form for Tutors’ and Council meetings, Education Forums, Admissions Strategy and Decision meetings. Drafting and distributing reports and other papers, as required.
• Overseeing the maintenance of an up-to-date record of International school-leaving qualifications and equivalent, their comparability with A-levels, and communicating this to subject Directors of Studies and others.

Strategy implementation:
• Managing any changes in policy and practice regarding admissions-related business – it is essential that familiarity with all University Admissions and national Higher Education policies be maintained.
• Working with key stakeholders to implement and develop the admissions strategy for Homerton College, with oversight from the Admissions Tutors
• Providing project oversight and support for new admissions initiatives, including producing project documents such as project plans, timelines, budgets and briefings.
• Ensuring that data relating to College contribution to the University Access and Participation Plan is readily available to the Admissions Tutors and to the Senior Tutor.

Admissions processes:
• Overseeing the undergraduate interview period; coordinating staff and applicant timetables (with assistance from the administrator), overseeing domestic arrangements, tests and invigilators, communicating with the Student Liaison Officer and other Cambridge colleges as necessary.
• Administer the Confirmation (A Level results), Summer Pool and Adjustment Pool period, with the assistance of the Admissions Administrator.
• Acknowledging and processing Overseas undergraduate applications to the College, and coordinate the creating and distribution of decision letters (with assistance from the administrator).
• Oversee the Admissions Team (Admissions Administrator and SLO) in organising and running all the annual College’s Open Days.
• Liaise with the Cambridge Admissions Office regarding admissions and UCAS matters.
• Maintain applicant records in CamSIS, and extract and prepare customised reports as and when required.

General:
• Keep abreast of the agenda and minutes for the Admissions Forum and ensure knowledge of current regulations and requirements for all areas of undergraduate admissions is up to date. Keep members of staff at the College up to date with any changes to admissions policies.
• Attend Admissions Administrators’ Group meetings and other working groups as appropriate.
• Maintain information on the Admissions pages on the College website with the Admissions Tutors. Inform the University of any changes to the College entry in the Undergraduate Prospectus and assist with updating the College Prospectus. Assist with social media promotions as required.
• Liaise with the Cambridge Trusts on funding matters and ensure applications are submitted in a timely manner.
• Maintain an up-to-date calendar of the annual cycle of Admissions activities and keep a procedural manual maintained.
• Provide secretarial support to the Admissions Tutors. To act with professionalism at all times and show respect to their colleagues and to understand and adhere to the College’s value of dignity at work; they are also expected to work collegially and to support all the teams with which they have contact in achieving the College’s objectives.
• To carry out any other duties commensurate with the grade and purpose of the post as advised by the Tutorial Office Manager and Admissions Tutors.
Requirement to be available to work at the following times:
- Immediately before and after the publication of A-level results in mid-August
- Interview round from end of November to mid-December
- Open days through the year (some Saturday work)
- Various Congregation dates (some Saturday work)

Person Specification:

Essential requirements:
- Excellent team management skills, with a commitment to effective team working.
- Strong educational background, preferably educated to degree level (or equivalent).
- Knowledge of the structure and systems of UK higher education, secondary schools and colleges.
- Approachable, tactful and diplomatic; displays high levels of professionalism, integrity and honesty; able to deal with potentially difficult situations in a sensitive manner.
- Experience and understanding of undergraduate admissions policy and processes in a College and/or University context, and an interest in higher education and widening access to university.
- Previous experience in a senior administrative role and of managing staff to ensure effective team work.
- Strategic thinker, effective problem solver and decision maker; able to influence and build consensus, and make persuasive case for change where necessary.
- Excellent organisational and planning skills, able to prioritise and delegate effectively.
- Ability to manage a budget and maintain accurate, detailed and confidential records.
- Efficient office administration and computer IT skills, with meticulous attention to detail.
- Excellent interpersonal and communication skills; able to build and maintain successful relationships with a range of colleagues across the College, and able to communicate effectively with a wide range of people at all levels.
- Have a well-organised and flexible approach to the varied and demanding workload; reliability, enthusiasm, flexibility, professionalism, and the ability to remain calm under pressure are essential assets for this post.
- Interest in further professional development, willingness to seek/attend relevant training.

Desirable requirements:
- Previous experience within the Education sector/ University administrative department, in particular in Admissions departments.
- Experienced in CamSIS and other university data management systems.
- Good understanding of Data Protection and GDPR.
- Website editing skills.