

<b>Job Title:</b>	Admissions Manager	<b>Job Category:</b>	Professional Services
<b>Department/Group:</b>	Registry	<b>Job Code:</b>	To be decided (TBD)
<b>Location:</b>	London, United Kingdom	<b>Direct Reports:</b>	TBD
<b>Level/Salary Range:</b>	C £45,000	<b>Position Type:</b>	Full-time
<b>Reporting to</b>	Registrar		
<b>Qualifications &amp; Experience:</b>	Degree or equivalent and experience of in Academic -Admissions.		
<b>Job Description</b>			
<b>Roles and responsibilities</b>			
<ul style="list-style-type: none"> <li>• This role is responsible for managing and overseeing efficient functioning of the admissions processes across all S P Jain programmes from application to admission.</li> <li>• Ensuring the admissions processes and procedures, including student visa processing, are up to date and fit for purpose.</li> <li>• Advising on the eligibility requirements and equivalences of qualifications in the UK and internationally.</li> <li>• Advising on eligibility for scholarships and bursaries.</li> <li>• Advising applicants and other stakeholders on the UKVI student route visa requirements.</li> </ul>			
<b>Managing applications</b>			
<ul style="list-style-type: none"> <li>• Managing UCAS and direct applications and processes.</li> <li>• Monitoring and overseeing applications via the CRM by checking applicants personal statements, qualifications, English Language ability and ensuring eligibility for the programmes.</li> <li>• Scheduling online tests and interviews with academic staff.</li> <li>• Interacting closely with student selection panels and evaluating the suitability of applicants to SPJUK programmes.</li> <li>• Liaising with recruitment managers for UK and online programmes to ensure post offer communications.</li> <li>• Preparing key communications to students including Offer letters and joining instructions.</li> </ul>			
<b>International applications</b>			
<ul style="list-style-type: none"> <li>• Coordinating with Recruitment Managers at S P Jain Global for international applications regarding conversions and admissions requirements and processes.</li> <li>• Checking CAS documentation, including financial requirements, and issuing CAS.</li> <li>• Liaising with SP Jain Global to ensure efficient processing of exchange and transfer students' admissions, including study visas.</li> <li>• Tracking visa applications and outcomes.</li> </ul>			
<b>Other duties</b>			
<ul style="list-style-type: none"> <li>• Providing weekly management information to the Senior Management Team.</li> <li>• Providing website information updates regarding schedule, intake eligibility and other admissions related information and ensuring that it is compliant with CMA requirements.</li> <li>• Other duties required by the Registrar commensurate to the role.</li> </ul>			
<b>Person Specification</b>			
<b>Essential Criteria</b>			
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>• Degree or equivalent qualification</li> <li>• Evidence of relevant CPD</li> </ul>			

**Experience**

- Experience, knowledge and understanding of the UK and international education environment.
- An in depth understanding of the applicant journey from application to admission.
- A full understanding of UCAS end to end processes
- Broad knowledge of UKVI regulations
- Understanding of CMA requirements for HE
- Evidence of decision-making skills

**Skills, knowledge and abilities**

- Proficient written and oral communication skills with the ability to communicate at all levels
- Full understanding of GDPR
- Ability to develop admissions strategy and processes that are effective and support the overall applicant experience
- Excellent IT skills and ability to use a CRM and other HE systems to manage applications, make offers and communicate with applicants
- Good analytical skills and the ability to review and use them to project numbers of offers required to meet targets
- Experience of delivering messages across various platforms specific to the demands of the audience including presenting to senior management
- Self-motivated with a proactive approach to work
- Excellent organisational skills and ability to meet deadlines.

**Business requirements**

- Able to be effective in contributing to strategic thinking and in undertaking key operational tasks
- Commitment to a performance culture, fostering continuous improvement and driving quality
- Committed to equality, diversity and inclusion
- Commitment to own professional development

***Desirable criteria*****Qualifications**

- A master's degree or relevant professional qualifications

**Skills, knowledge and abilities**

- Understanding of student finance