

Job Title:	Admissions Manager	Job Category:	Professional Services
Department/Group:	Registry	Job Code:	To be decided (TBD)
Location:	London, United Kingdom	Direct Reports:	TBD
Level/Salary Range:	C £45,000	Position Type:	Full-time
Reporting to	Registrar		
Qualifications & Experience:	Degree or equivalent and experience of in Academic -Admissions.		
Job Description			
Roles and responsibilities			
<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>			
Managing applications			
<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>			
International applications			
<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>			
Other duties			
<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>			
Person Specification			
Essential Criteria			
Qualifications			
<ul style="list-style-type: none"><li>• Degree or equivalent qualification</li><li>• Evidence of relevant CPD</li></ul>			

<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience, knowledge and understanding of the UK and international education environment.</li> <li>• An in depth understanding of the applicant journey from application to admission.</li> <li>• A full understanding of UCAS end to end processes</li> <li>• Broad knowledge of UKVI regulations</li> <li>• Understanding of CMA requirements for HE</li> <li>• Evidence of decision-making skills</li> </ul>
<b>Skills, knowledge and abilities</b> <ul style="list-style-type: none"> <li>• Proficient written and oral communication skills with the ability to communicate at all levels</li> <li>• Full understanding of GDPR</li> <li>• Ability to develop admissions strategy and processes that are effective and support the overall applicant experience</li> <li>• Excellent IT skills and ability to use a CRM and other HE systems to manage applications, make offers and communicate with applicants</li> <li>• Good analytical skills and the ability to review and use them to project numbers of offers required to meet targets</li> <li>• Experience of delivering messages across various platforms specific to the demands of the audience including presenting to senior management</li> <li>• Self-motivated with a proactive approach to work</li> <li>• Excellent organisational skills and ability to meet deadlines.</li> </ul>
<b>Business requirements</b> <ul style="list-style-type: none"> <li>• Able to be effective in contributing to strategic thinking and in undertaking key operational tasks</li> <li>• Commitment to a performance culture, fostering continuous improvement and driving quality</li> <li>• Committed to equality, diversity and inclusion</li> <li>• Commitment to own professional development</li> </ul>
<b><i>Desirable criteria</i></b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• A master's degree or relevant professional qualifications</li> </ul>
<b>Skills, knowledge and abilities</b> <ul style="list-style-type: none"> <li>• Understanding of student finance</li> </ul>