

**Job Description**

<b>Job Title</b>	Admissions Administrator
<b>Salary Scale</b>	LIPA Scale 3
<b>Responsible To</b>	Admissions Manager
<b>Responsible For</b>	N/A
<b>Number in Post</b>	3
<b>Date Drafted</b>	October 2025

**Job Purpose**

To provide clerical and administrative support to the Admissions Manager in relation to the admission of LIPA's HE students.

**Major Tasks**

1. To receive and process applications from prospective LIPA students.
2. To carry out other administrative duties associated with the general work of LIPA's Registry.
3. To carry out duties related to open days and guided tours and other marketing and student recruitment tasks.
4. To undertake duties common to all staff across LIPA.

## Job Activities

### Major Task 1: Admissions

1. Provide clerical and administrative support to staff (the Admissions Manager and teaching staff) involved in the admissions process, including:
  - processing application forms.
  - arranging auditions/interviews.
  - notifying decisions to applicants.
2. Respond to enquiries from potential students, parents etc. and log prospectus requests when necessary.
3. Maintain and update the online Admissions system.
4. Liaise with external bodies (e.g., UCAS, SLC).
5. Take a proactive role in communicating admissions information to applicants and LIPA staff, encompassing:
  - Invitations to audition/interviews.
  - Producing audition/interview attendance reports for teaching staff.
  - Collating offer information in accordance with LIPA procedures.
  - Communicating decisions to UCAS and applicants.
  - Notifying LIPA Buildings/Security or Catering staff of audition dates.
  - Providing support in administering travel grants for auditions.
  - Registration of audition/interviews.
6. Produce and act upon various admissions reports.
7. Provide cover for other members of the admissions team, where required.
8. Form and maintain good working relationships with the various programme departments to ensure a high quality of service.
9. Undertake other associated administrative tasks.

<b>Major Task 2: Admission duties</b>
<ol style="list-style-type: none"> <li>1. Assist with general tasks in the Registry, to make a positive contribution to the smooth running of the Registry and supporting staff.</li> <li>2. Work with colleagues to develop a team-based ethos in the Admissions Department and Registry.</li> </ol>
<b>Major Task 3: Open days and guided tours</b>
<ol style="list-style-type: none"> <li>1. Assist with registration of attendees and help ensure smooth running of all open day and guided tour events.</li> <li>2. Handle course-related enquiries and admission and finance enquires at such events.</li> <li>3. Assist with occasional marketing/publicity activities.</li> </ol>
<b>Major Task 4: Common duties</b>
<ol style="list-style-type: none"> <li>1. Work flexibly including contributing to LIPA work projects of a general nature and providing cover for other staff.</li> <li>2. Participate in staff appraisals and training programmes as required.</li> <li>3. Carry out duties at all times with due regard to Equality, Diversity, and Inclusion, Health and Safety and other LIPA policies as agreed and revised from time to time.</li> </ol>

#### Notes:

The duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however, after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

**Location:**

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

37.5 hours per week, Monday – Friday.

Some weekend work will be required to support auditions/interviews (usually six weekend days in a calendar year with time off in lieu to compensate) and evening work may be occasionally required.

## Person Specification – Admissions Administrator

		To be identified by:
<b>Education and Qualifications:</b>		
<p>Possession of 5 GCSEs (Grade C or above or level 4 -9) or the equivalent, including functional skills level 2 in Literacy and Numeracy.</p> <p><b>Or, alternatively</b></p> <p>Significant experience of working in student admissions and/or a FE/HE institution dealing with student administration/records.</p>	Essential	Application Form/Qualification Certificates
A Levels or the equivalent in 2 subject areas.	Desirable	Application Form/Qualification Certificates
<b>Experience / Knowledge:</b>		
At least two years' experience of working in a FE/HE environment (or equivalent).	Desirable	Application Form/References
Experience of working in a FE/HE admissions office.	Desirable	Application Form / Interview
Experience of using databases, spreadsheets, and associated software.	Essential	Application Form / task
Awareness of Equal Opportunities and access issues.	Desirable	Application Form/Interview
Experience of SITS Vision or other similar admissions software.	Desirable	Application Form/Interview
Knowledge of UCAS admissions processes.	Desirable	Application Form/Interview

<b>Skills and Ability:</b>		
High level of computer literacy particularly in handling large volumes of data.	Essential	Application Form/Interview
Good organisational and interpersonal communication skills.	Essential	Application Form / Interview
Proven ability to work to deadlines and under pressure.	Essential	Application Form / Interview
Possession of good social and personal skills necessary to work collaboratively and sensitively with staff, applicants, and students.	Essential	Interview
Meticulous attention to detail.	Essential	Application Form / Interview
Ability to work both independently within a small team and work in collaboration with other teams within the institution.	Essential	Application Form/Interview
<b>Commitment:</b>		
To LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to the customers of the Institute.	Essential	Interview
Enthusiasm and flexibility.	Essential	Interview