LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS LTD.

JOB DESCRIPTION

Post Title: Enrolment Assistant Grade: CSS Scale 2, Fixed

point 4

Post Number: CS0615S Date: June 2019

Line Manager: Digital Engagement Lead Directorate: Marketing and

Communications

Daily Supervision: Digital Engagement Supervisor Unit/School: Digital Engagement

Team

Job Purpose:

Effective and customer-focused enrolment data collection and inputting to ensure college policy, audit and conditions of funding requirements are met.

Principal Duties and Responsibilities:

- 1. Accurate and timely processing of enrolments via the College management of information system.
- 2. Check financial information and programme confirmation forms, and input accurately onto the college systems.
- 3. Support supervisors in ensuring daily and weekly tasks are completed and targets are met.
- 4. Assist in the welcoming and greeting of new students
- 5. Assist in scanning and checking student enrolment forms.
- 6. To ensure the accurate and timely input of student qualifications on entry.
- 7. To engage fully with training to enable up-to-date knowledge of the college policies and systems.
- 8. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
- 9. To maintain professional standards and expertise by undertaking relevant professional development.
- 10. To conform with the Health and Safety requirements relevant to the post.
- 11. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
- 12. To deal courteously and promptly with customer enquiries.
- 13. To assist with the validation of data by performing regular checks.
- 14. Assist with other duties as requested.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

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PERSON SPECIFICATION FORM

Post Title: Enrolment Assistant Grade: CSS Scale 2, Fixed point 4

Post No: CS0615S Date: June 2019

Directorate: Marketing and Communications Unit/School: Digital Engagement Team

No.	Requirement	Proposed Selection Method *
1	Knowledge 5 GCSEs at C (Grade 4) or above including Maths and English	A/I
0	Skills/Abilities – Interpersonal	A /I
2	The ability to work in a non-discriminatory manner	A/I
3 4	The ability to work as a member of a team	A/I A/I
5	Good interpersonal skills High level of customer care	A/I A/I
6	Excellent telephone manner	A/I
7	Good organisational skills	A/I/T
8	Excellent verbal, written and communication skills	A/I
9 10 11	Experience Recent administration experience Data input experience Ability to work in a customer contact environment	A/I A/I A/I
12	Work Related Circumstances The ability and willingness to work flexibly across sites and outside of normal working hours when required	A/I
	Skills/Abilities - Other	
13	Level 2 IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training	A/I/T
14	The ability to work using own initiative	A/I
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By: James Newall

Designation: Director of Marketing and Communications