

ADMISSIONS COORDINATOR

**Full time (35 hours a week), salary up to £27,000 per annum, depending on experience**

**The National Film and Television School (NFTS)**

Beaconsfield

# JOB DESCRIPTION

# Responsible to: Registry Manager

# Purpose of the role:

The Admissions Coordinator will play an important role in supporting the running of an efficient and fair admissions process for applicants and helping in the administration of student records, assisting with enrolment, student finance and Student visa applications. Acting as a point of contact for students and staff, the role holder will provide advice and assistance on all Registry related matters.

The Admissions Coordinator will be working closely with all members of the Registry team, Curriculum Coordinators, Finance Department and Heads of Departments.

# Main duties and responsibilities:

**Course enquiries**

* Management of enquiries efficiently and effectively from potential applicants about all courses and related issues such as entry requirements, fees, funding and scholarships information, via email and telephone
* Working closely with Marketing, coordinating the School’s communication with prospective students and ensure all correspondence is clear and helpful

# Admissions administration

* Processing applications in accordance with the School’s policies and procedures and undertaking all administration tasks related to the admissions process
* In conjunction with the Registry Manager advising applicants of the outcome of their applications, such as offers and other outcomes
* Providing admissions information for applicants and members of staff
* Checking student nationality and/or residency
* Checking course application documentation, educational certification and visas
* Keeping colleagues within the School updated about interview, workshop and final selection panel decisions
* Advising Heads of Department (HoDs) of candidate withdrawals
* Contacting Finance Department regarding raising invoices for tuition fees

# Student records administration

* Checking the completion of Registration documentation
* Issuing the student confirmation documentation for the purposes of Council Tax clarification, GP registration and/or visa applications

# Other duties

* Issuing student lockers
* The post-holder will be required to undertake other duties as the Registry Manager might require, pro-actively contribute to the tasks undertaken by the Registry team as appropriate, especially at peak times, and provide cover for colleagues in the Registry Office in case of absence.

All personal data and information must be processed in accordance with data protection legislation and the School’s Data Protection Policy.

# Skills, Knowledge and Experience

* + Experience of working in a higher education institution
  + Self-disciplined with the ability to prioritise under pressure and refer matters to senior staff as appropriate
  + Excellent communication skills, both verbal and written
  + Able to work in a team and independently
  + Attention to detail and accuracy
  + The ability to operate flexibly and adapt to changes positively
  + Advanced knowledge of Microsoft Word, Excel and Outlook