

INTERNAL/EXTERNAL POST: CENTRAL ADMISSIONS ASSISTANT			
COMPANY	COLEG Y CYMOEDD	ADVERT LIVE DATE	16/10/2020
JOB ROLE	CENTRAL ADMISSIONS ASSISTANT	HOURS/DURATION	37 HOURS PER WEEK FIXED-TERM UNTIL MAY 2021 OR UNTIL THE RETURN OF THE CURRENT POST HOLDER (WHICHEVER IS SOONER)
SALARY	SCALE 4 (£21,576 - £23,181 PRO RATA)	LOCATION	YSTRAD MYNACH CAMPUS (BUT MAY BE REQUIRED TO WORK AT OUR ABERDARE, NANTGARW & YSTRAD MYNACH CAMPUS)
CLOSING DATE/TIME	30/10/2020 (APPLICATIONS RECEIVED AFTER 12:00PM WILL NOT BE CONSIDERED)	INTERVIEW DATE	18/11/2020

If you are self-motivated, enjoy helping others and have strong interpersonal skills, then you have what it takes to become part of the learner services team at Coleg y Cymoedd. This is a great opportunity to work for a well-established company that values your contribution, supports your personal development and challenges you to do your absolute best for our learners.

THE POSITION

We have an exciting opportunity for a Central Admissions Assistant to join our successful team. Based at our Ystrad Mynach, the successful candidate will join us 37 hours per week on a fixed-term contract and will receive a number of benefits and a competitive salary. The ideal candidate will be confident in delivering quality advice to persons applying to study at the college, building a rapport with applicants and helping them through the application process. Based within the Learner Services department, you will work closely with all areas of Learner Services and the wider college. As such, the ideal candidate will be ambitious, hardworking and passionate about promoting good customer service.

THE COMPANY

It is a very exciting time for Coleg y Cymoedd – outcomes for learners have improved significantly, with examples of sector leading practice in some schools, and both academic and vocational programmes achieving outcomes in line with national comparators. We have made a significant investment in the estate, which includes two new campuses at Aberdare and Nantgarw, and a number of industry specific centres of excellence, supported by a range of high profile employers. The college's success would not be possible without excellent advice, guidance and support to applicants and learners. The Learner Services team work hard to ensure this.

THE LOCATION

Ystrad Mynach is a town in the County Borough of Caerphilly. The campus is approximately 5 miles from Caerphilly town and is approximately 12 miles from Cardiff. The campus is easily accessible by car, bus and train. The nearby Penallta Colliery was the last coal mine in the valley to close. Today, as well as the college, the town houses council offices, a community hospital and a number of schools. Caerphilly County Borough have also invested heavily in a Centre for Sporting Excellence in a bid to create a thriving sporting culture within the region.

KEY RESPONSIBILITIES

- **Advising people enquiring about joining the college**
- **Helping applicants complete the application process**

- Working with colleagues to ensure applicants get good advice
- Supporting the cross-college admission team

KEY REQUIREMENTS

- NVQ Level 3 in Administration 2 years office related experience
- Experience of development, management and operation of administrative systems
- Evidence of computer literacy especially Microsoft word, access and excel.
- Excellent interpersonal and communication skills
- Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.

WHAT WE OFFER

The college offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth. To name but a few, you will have access to:

- Final salary pension schemes
- Free on-site parking on all our campuses
- Discounted leisure membership
- Employee Assistance Programme (EAP)
- Generous annual leave entitlement
- Family friendly policies
- Access to free Wi-Fi and Microsoft Office 365
- Staff recognition awards
- Opportunities for development

WHY YOU SHOULD APPLY

- Competitive salary
- Industry specific centres of excellence
- Award winning college and team
- Very competitive benefits package
- Excellent opportunities for growth and development

RECRUITMENT SCHEDULE

The closing date for applications is **Friday 30TH October 2020 at 12:00PM** (shortlisted candidates to be advised on Friday 6TH November 2020). **If you do not hear from the college by Friday 6TH November 2020, you should assume that your application has been unsuccessful on this occasion.**

The interview will take place on Wednesday 18 November 2020.

If you are shortlisted and would like the interview to be conducted in Welsh, please contact jobs@cymoedd.ac.uk

Please note: The college would normally obtain references before applicants are invited to interview.

HOW TO APPLY

Please complete all parts of the application form and return it to jobs@cymoedd.ac.uk

Please ensure you use the **Job Description** and **Person Specification** to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required, including details of any gaps in employment. **Please do not include a CV.**

If you wish to the post the application instead, please send to:

The Human Resources Department, Coleg y Cymoedd, Rhondda Campus, Llwynypia, Tonypany, RCT, CF40 2TQ

For an informal discussion about this post please contact David Brookes, Director of Learner Services 07585 771 348.

For more information on the college take a look at our [Website](#), [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

RIGHT TO WORK IN THE UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

DATA PROTECTION

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

CRIMINAL CONVICTIONS

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

EQUALITY AND DIVERSITY

We recognise the benefits of a diverse workforce – we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

SPECIAL REQUIREMENTS

If you require reasonable adjustments prior to your interview, please contact jobs@cymoedd.ac.uk