



JOB DESCRIPTION

Job Title	Learner Services – Admissions Assistant (Central)
Grade/Scale	Scale 4
Base	Ystrad Mynach Campus
Reporting to	Director of Learner Services
Responsible for	No staff responsibility

Purpose of the job

To assist staff and administer Admission of learners to the College

Key Duties & Responsibilities

1. Respond to course enquiries in a timely fashion
2. Accurately process course applications
3. Confirm course details
4. Organise and input course interviews
5. Assist Admissions Officer and data entry as and when required
6. Supply Admission Officers with data and documents needed for interviews
7. Maintain accurate and timely records
8. Print and send offer letters
9. Receive and record offer acceptances
10. Examine data for accuracy e.g. removing duplicate entries
11. Support Admission officers in arranging enrolment sessions
12. Ensure applicants receive sufficient information on support matters e.g. transport and grants
13. Ensure co-ordination between Marketing and Learner Services re course leaflets
14. Progress destinations of learners
15. Work closely with Learning Support to provide timely advice on support.
16. Assist in processing DBS checks on certain learners including being a counter signatory.
17. Assist during enrolment time to include data entry, taking fees, cashing up of the till and setting up direct debits.

18. Assist in processing HE paperwork such as learner grant application to include being a Student Finance Wales counter signatory.
19. Assist, as required, with other Learner Services duties, including grants, free meals and transport
20. Any other duties as required within Learner Services/Enrolment

Relationships: Internal

1. Respond effectively to learner enquiries
2. Respond effectively to staff enquiries
3. Work effectively with other Learner Services colleagues to include learner support staff
4. Liaise with Teaching and Business support staff
5. Provide learner service advice to learners

Relationships: external

1. Liaise with Councils and transport providers
2. Liaise with Parents and Carers
3. Liaise with potential learners

Additional Activity

- Actively comply with the College Equality of Opportunity Policy
- Participate in and contribute to the College Performance Management And Review process
- Attend staff meetings and learning and development as required
- Actively comply with Fire and Health & Safety Regulations

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.

Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of an Admissions Assistant

Agreed by Post Holder _____ Date

It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the grade and responsibilities of an Admissions Assistant

DISGRIFIAD SWYDD

Teitl y Swydd	Gwasanaethau Dysgwyr – Cynorthwydd Derbyn (Canolog)
Gradd/Graddfa	Graddfa 4
Lleoliad	Campws Ystrad Mynach
Adrodd i:	Cyfarwyddwr Gwasanaethau Dysgwyr
Yn gyfrifol am:	Dim cyfrifoldeb dros staff

Pwrpas y swydd

Cynorthwyo staff a gweinyddu Derbyn dysgwyr i'r Coleg

Dyletswyddau a Chyfrifoldebau Allweddol

1. Ymateb i ymholiadau cwrs yn brydlon
2. Prosesu ceisiadau am gwrs yn gywir
3. Cadarnhau manylion cyrsiau
4. Trefnu a mewnbynnu cyfweiliadau cwrs
5. Cynorthwyo Swyddogion Derbyn a chofnodi data pan fo angen
6. Paratoi data a dogfennau sydd eu hangen ar Swyddogion Derbyn ar gyfer cyfweiliadau
7. Cynnal cofnodion cywir a phrydlon
8. Argraffu ac anfon llythyrau cynnig
9. Derbyn a chofnodi derbyniadau cynigion
10. Archwilio data ar gyfer cywirdeb, e.e. dileu cofnodion dyblyg
11. Cefnogi Swyddogion Derbyn wrth drefnu sesiynau cofrestru
12. Sicrhau bod ymgeiswyr yn cael digon o wybodaeth am faterion cymorth, e.e. cludiant a grantiau
13. Sicrhau bod cydlynu rhwng yr Adran Farchnata a Gwasanaethau Dysgwyr o ran paratoi taflenni cwrs
14. Cofnodi cynnydd o ran cyrchfannau dysgwyr
15. Gweithio'n agos gyda Chymorth Dysgu i ddarparu cyngor amserol ar gefnogaeth.
16. Cynorthwyo wrth brosesu gwiriadau DBS ar rai dysgwyr, gan gynnwys bod yn wrth-lofnodwr.
17. Cynorthwyo yn ystod cofnod cofrestru gan gynnwys mewnbynnu data, cymryd ffioedd, cyfrif arian y til a threfnu debydau uniongyrchol.

18. Cynorthwyo wrth brosesu gwaith papur AU fel cais grant i ddysgwyr gan gynnwys bod yn wrth-lofnodwr Cyllid Myfyrwyr Cymru.

19. Cynorthwyo â dyletswyddau eraill Gwasanaethau Dysgwyr yn ôl yr angen, gan gynnwys grantiau, prydau am ddim a chludiant

20. Unrhyw ddyletswyddau eraill yn ôl yr angen yn yr Adran Gwasanaethau Dysgwr / Cofrestru

Perthnasoedd: Mewnol

1. Ymateb yn effeithiol i ymholiadau dysgwyr
2. Ymateb yn effeithiol i ymholiadau staff
3. Gweithio'n effeithiol gyda chydweithwyr Gwasanaethau Dysgwyr eraill gan gynnwys staff cymorth i ddysgwyr
4. Cysylltu â staff cymorth Addysgu a Busnes
5. Cynnig cyngor gwasanaethau dysgwyr i ddysgwyr

Perthnasoedd: Allanol

1. Cysylltu â chynghorau a darparwyr trafndiaeth
2. Cysylltu â Rhieni a Gofalwyr
3. Cysylltu â darpar ddysgwyr

Gweithgarwch Ychwanegol

- Cydymffurfio'n weithredol â Pholisi Cyfle Cyfartal y Coleg
- Cymryd rhan ym mhroses Rheoli Perfformiad ac Adolygu'r Coleg a chyfrannu ati
- Mynychu cyfarfodydd staff a dysgu a datblygu yn ôl yr angen
- Cydymffurfio'n weithredol â'r Rheoliadau Tân ac Iechyd a Diogelwch

Bydd gan bob aelod o staff a gyflogir yng Ngholeg y Cymoedd gyfrifoldeb dros ddiogelu myfyrwyr ac ar gyfer hyrwyddo lles myfyrwyr.

Ymgymryd â dyletswyddau eraill y mae'r Coleg yn ei ofyn yn rhesymol, naill ai yn eich prif le gwaith neu mewn adeilad arall yn y Coleg, sydd gymesur â gradd a chyfrifoldebau Cynorthwydd Derbyn

Cytunwyd gan Ddeiliad y Swydd _____ Dyddiad

Cydnabyddir y gall dyletswyddau a chyfrifoldebau pob swydd newid o bryd i'w gilydd a gellir diwygio disgrifiadau swydd mewn ymgynghoriad â deiliad y swydd i adlewyrchu'r newidiadau hynny sydd gymesur â gradd a chyfrifoldebau Cynorthwydd Derbyn

