

INTERNAL/EXTERNAL POST: 14-19 ADMISSIONS OFFICER
Do not include a CV. Please complete all parts of the application form and return it to
jobs@cymoedd.ac.uk

COMPANY	COLEG Y CYMOEDD	ADVERT LIVE DATE	16/11/2021
JOB ROLE	14-19 ADMISSIONS OFFICER	HOURS/DURATION	25 HOURS PER WEEK PART-TIME/PERMANENT
SALARY	SCALE 4 (£22, 245 - £23,901 PRO RATA)	LOCATION	RHONDDA CAMPUS WILL BE REQUIRED TO WORK AT OUR ABERDARE, NANTGARW & YSTRAD MYNACH CAMPUS
CLOSING DATE/TIME	01/12/2021 12:00PM MIDDAY (APPLICATIONS RECEIVED AFTER 12:00PM MIDDAY WILL NOT BE CONSIDERED)	INTERVIEW DATE	TBC

If you are self-motivated, enjoy helping others and have strong interpersonal skills, then you have what it takes to become a 14-19 Admissions Officer 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 an Admissions Officer to join our new Recruitment and Progression Team. Based at our Rhondda Campus, the successful candidate will join us on a part-time, permanent basis and will receive a number of benefits and a competitive salary. The ideal candidate will have excellent communication and IT skills. The candidate will give presentations to schools and outside bodies to promote the college. You will act as the link person between schools in Caerphilly and Rhondda Cynon Taff County Boroughs and college departments on operational aspects of 14 -19 provision. You will support an effective admissions service, providing advice and guidance to new applicants, progression learners and staff. The ideal candidate will be ambitious, hardworking and passionate about promoting Coleg y Cymoedd. The post holder will be expected to work at all the campuses.

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 the dedication and commitment of the Admissions team who work hard to ensure that Coleg y Cymoedd offers an up-to-date recruitment and progression service by supporting learners with advice and guidance on the college's courses and facilities.

KEY RESPONSIBILITIES

- **Coordinate transition plans between the College and Schools**
- **Establish clear and concise communication links**
- **Working with the school's staff**
- **Presenting at assemblies**
- **Attend school events to promote Coleg y Cymoedd**
- **Organise taster sessions for pupils**
- **Provide a comprehensive admissions service**
- **Ensure appropriate advice and guidance to learners**
- **Maintain accurate records and produce reports as and when required**
- **Assist during the enrolment, which includes processing offers, authorising enrolments, answering emails, telephone calls and Live Chat**

KEY REQUIREMENTS

- **The ability to set up and present a presentation**
- **Excellent interpersonal and communication skill**
- **Ability to meet deadlines and work under pressure**
- **Demonstrate suitability to work with young learners and vulnerable adults**
- **Ability to organise, plan and prioritise work**
- **Ability to evaluate needs of learners and be customer focussed**
- **Work constructively as part of a team, understanding other job roles and responsibilities.**

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 **Wednesday 1st December 2021 at 12:00PM midday** (shortlisted candidates to be advised on Friday 10th December 2021). **If you do not hear from the college by Friday 10th December 2021, you should assume that your application has been unsuccessful on this occasion.**

The interview will take place on: TBC

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 more information about the post please email Paula Singleton paula.singleton@cymoedd.ac.uk with your contact details and she will arrange to contact you to discuss the post.

We are willing to consider a job share or condensed hours for this role.

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 any reasonable adjustments to enable you to either apply for this post or to participate in the interview process, please contact jobs@cymoedd.ac.uk



