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Office Administrator - Enrolments Customer Liaison

Ref: ME2324119

Hours: 37 hours per week Full Time/Full Year

Salary: Starting Salary £22,329

Reporting to: Enrolment Centre Manager

Primary Location: Northampton, Booth Lane Campus

Closing Date: Friday 10th May 2024

Interview Date: Tuesday 21st May 2024

About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The Team

The friendly and welcoming Enrolment Team is the first point of contact for customers and prospective students of the college.

The Role

A dynamic and varied administrative role – customer facing, giving course and fee advice, data entry, recording data on to the college management information systems, processing applications and enrolments at speed, giving advice to customers, parents and social workers by telephone and web chat.


The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- High levels of concentration and accuracy
- Customer Service skills
- Administration skills
- Data Entry skills
- Flexible and organised approach

Rewards and Benefits include

- 35 days annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel.
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%).
- Right to request flexible working from start date.
- Access to continued professional development.

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- Free car parking and electric car charging facilities.
 - Gym facilities.
 - 24 hours per day, 365 days per year Employee Support Helpline.
 - Enhanced maternity/shared parental and paternity schemes.
 - Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative).

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

This post will require a Disclosure and Barring Service (DBS) check.



Job Description & Person Specification

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Northampton College

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

Values

- Strive to always be excellent.
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

Working as part of the team

The friendly and welcoming Enrolment Team is very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The friendly and welcoming Enrolment Team is the first point of contact for customers and prospective students of the college.

Role Specification


A dynamic and varied administrative role – customer facing, giving course and fee advice, data entry, recording data on to the college management information systems, processing applications and enrolments at speed, giving advice to customers, parents and social workers by telephone and web chat.

- An excellent office administrator with high levels of concentration and accuracy.
- To log customer enquiries on to the college's MI System in line with procedures for Pro Solution.

- To take 'real time' Full Time and Part Time enrolments, examination entries and payments from customers calling into the Enrolment Centre. Using the college management information system the role will provide information relating to courses, enrol students, process fee payments for courses and examinations, generate student ID cards and produce Learning Agreements.
 - Based at Lower Mounts with some other site/remote working required. Working at other sites may be required at peak times throughout the year.
 - To produce Student ID cards and facilitate the efficiency of the cards in liaison with the MIS office.
 - Administration duties associated with the enrolment of all students, to include the administration of government initiatives including but not limited to Advanced Learner Loans, Higher Education Loans, L2E/L3E and fee reductions.
 - Administration of the Full-time student application process, including the viability checking and data input of each application – communicating with applicants regarding entry requirements, using the MI System for the accurate processing of data.
 - To receive and deal with visitors, telephone enquiries, email enquiries and postal enquiries whilst remaining within the confines of the Data Protection Act and GDPR.
 - To liaise with the Curriculum areas, MIS and Exams Office, Student Services, and the Additional Support Team as and when required to ensure the accuracy of information held, the accuracy of information given to customers and to resolve enrolment queries.
 - To work flexibly and efficiently as part of a team providing high standards in customer service, including promotional open events, enrolment evenings and occasional cover as requested by the Supervisor.
 - To use the College 0300 call handling software to receive and forward telephone calls.
 - To be proactive in using the Live Chat software to respond to customer enquiries and initiate chats with customers viewing the college website.
 - To respond to customer email enquiries as part of the daily workload.
 - To receive visitors to the College in a professional and helpful manner.
 - To work in liaison with the various and changing external organisations and agencies using the centre facilities.
- To contribute to the development of the Department and Team through team meetings, staff development activities and promotional events.

Generic Business Support

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To carry out any other duties as required by the organisation including supporting College Open Events and invigilating examinations

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- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
 - To comply with all approved College policies and procedures
 - Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.



Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.


Safeguarding

The College is committed to safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.



Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Employee Performance and Development Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the annual Employee Performance and Performance review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College holds data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
Qualifications		
<ul style="list-style-type: none"> Educated to level 2 GCSE standards and/or relevant experience 	E	A
<ul style="list-style-type: none"> Grade 4/C GCSE English and Maths 	D	A
Experience		
<ul style="list-style-type: none"> Data entry experience 	E	A/S
<ul style="list-style-type: none"> Knowledge of computerised databases 	D	A/S
<ul style="list-style-type: none"> Strong keyboard and or word processing skills 	E	A/S
<ul style="list-style-type: none"> High levels of attention to detail 	E	A/S
<ul style="list-style-type: none"> Ability to prioritise a changing workload and continue to meet team deadlines 	E	A/S
<ul style="list-style-type: none"> Strong skills to resolve conflict between organisation and its customers 	D	A/S
Knowledge/Skills/Abilities		
<ul style="list-style-type: none"> Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs 	E	A/S
<ul style="list-style-type: none"> Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement 	E	A/S
<ul style="list-style-type: none"> Ability to multi task whilst having exceptional attention to detail 	E	A/S
<ul style="list-style-type: none"> Flexible approach to work and work area, working outside normal hours when reasonably required to do so 	E	A/S
<ul style="list-style-type: none"> Understanding of safeguarding as it pertains to the Further Education Sector 	E	A/S
<ul style="list-style-type: none"> Understanding of the benefits of equality, diversity and inclusion within society 	E	A/S
<ul style="list-style-type: none"> Understanding of the principles of Data Protection 	E	A/S

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
• Ability to travel effectively, for example to other College campuses (Daventry and Northampton)	E	A/S
• Ability to learn new processes and follow organisational requirements	E	A/S
• Ability to work as part of a cohesive team	E	A/S
• Ability to work with minimal supervision	E	A/S
• Ability to work remotely, if required	E	A/S
• Ability to maintain a sense of professionalism whilst under pressure	E	A/S
Qualities		
• Strong work ethic	E	A/S
• Collegiate	E	A/S
• Innovative	E	A/S
• Flexible	E	A/S
• Team, customer and organisation focussed	E	A/S
• Reliable	E	A/S
Level of Physical Ability and Activity		
• Occasional lifting may be required	E	A
• Need to move around site will be required	E	A

E = Essential **D** = Desirable

A = Application Form **S** = Selection Process