



Job Title: Admissions Assistant

Grade: 4

Salary: £23,950 to £26,038 per annum, pro rata if part-time

Department: Leicester Medical School

Hours/Contract: Full-time, or job share considered, permanent

Job Family: Management and Administration

Reference: 10443

Role Purpose

To assess applications promptly and efficiently within agreed entry criteria, including making offers to applicants.

To develop and maintain a specialist expertise in admissions to the MB ChB courses.

To assist with the Medical School's activities in recruitment of students, including applicant interviews and Open Days.

Main Duties and Responsibilities

- To respond to internal and external enquiries made by telephone, email and in person from potential applicants, applicants and academic and support staff in the department, to ensure that enquirers make an informed choice.
- To support processing of UCAS applications at all stages of the admissions cycle including preliminary checking, offer making and the correct allocation of result information, in order to ensure a high quality service to applicants and to the department.
- To develop and maintain a specialist understanding of the relevant online application systems (UCAS or University of Leicester).
- To understand the range of UK and international qualifications that applicants present, and to be aware of sources of additional information if needed.
- To make decisions on some applications, within agreed criteria, to ensure that they are speedily and effectively processed.
- To update databases accurately and produce application statistics when requested.
- To provide administrative support for the DBS checks.
- To provide general help to other staff within the Admissions Team, as required.
- To assist with the set up and to participate in the Medical School's applicant interviews and Open Days (will include weekend working).

Internal and External Relationships

To liaise with departmental staff and ensure that communications are clear, consistent and timely.

To work with colleagues in the central Admissions Office to contribute to an effective service to all applicants.

To work with other Corporate Services, including Future Students and the Welfare Service.





To work with colleagues in the NHS.

Contact with potential applicants, applicants, parents and external agencies.

Planning and Organising

Responsible for managing own time and workload.

The role requires in-depth knowledge of course provision and the requirements of the relevant professional bodies and the University

Qualifications, Knowledge and Experience

Essential

- Clerical experience in a busy environment, preferably in the HE sector*
- Educated to A Level or equivalent*
- Prior experience in a customer facing role*
- A flexible approach to deal with changing priorities and urgent tasks*
- Experience of working on or assisting in organising events*

Desirable

- Experience working in HE Admissions*
- Awareness of Data Protection requirements

Skills, Abilities and Competencies

Essential

- Excellent verbal and written communication skills*
- Ability to handle confidential matters sensitively and work with minimum supervision*
- Ability to develop and maintain expert knowledge in the areas relevant to the admissions process
- Good organisational, and effective time management skills
- Ability to manage a varied workload, often under pressure*
- Accuracy and attention to detail

Desirable

- Excellent IT skills and ability to work with specialised database programmes
- A flexible and adaptable approach to work and process improvement

****Criteria to be used in shortlisting candidates for interview***





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

