

Job Title: Admissions Officer (Full-time)
Location: Futureworks, Manchester
Reporting to: General Manager
Pay: £18,000 to £22,000 p.a. D.O.E.
Start Date: ASAP

Company Info

Futureworks Media School provides education and training in sound, music, film, TV, games, design & 3D animation. At our purpose-built school in Manchester, UK, our students benefit from extensive practical experience in cutting-edge studios, learn from experienced professionals, and get direct support from industry employers. Courses range from 2 days to 3 years, and include undergraduate degrees and professional training for individuals and organisations.

Job Summary

The post holder will have responsibility for the successful operation of Futureworks admissions processes, including the co-ordination and processing of enquiries, applications, interviews, enrolments and all related administrative duties and data handling.

The post holder will be required to liaise with students, programme leaders, student services, student finance, partner universities and other external parties to ensure the accurate and timely flow of information in line with established procedures and systems.

Co-ordinating with the other administrative functions within the organisation and at partner universities, the post holder will support senior management through the provision of management information and the processing of information as required to maintain effective and reliable records of students' enrolment and financial status.

Representative Work Activities

- Provide administrative support to the organisation to enable the effective recruitment of potential students, including responding to enquiries and preparing mail-outs.
- Co-ordinate and perform the induction and enrolment process in conjunction with student services.
- Update student records in response to changes to students' financial, application and enrolment status, including the processing of student finance paperwork and the maintenance of department spreadsheets.
- Liaise with relevant departments at partner universities and update systems to ensure consistency and integrity of student and programme information.
- Attend training and staff development events as required.
- Implement Futureworks Admissions Strategy as directed by senior management.
- Generate student record information and prepare management information as required.
- Establish relationships with schools/colleges and work with sales team to arrange events.
- Attendance and engagement with marketing and recruitment events as required.

Quality Indicators

- Work is carried out on time and to standards agreed with Line Manager.
- Competence with systems, software packages and processes.
- Ability to plan and organise own (and often others) work activities/tasks.
- Ability to produce and assess straightforward data and information and to identify problems which will be highlighted to others.
- Provides a high quality of customer service.
- Communicates well, ensuring effective reporting of a range of information, which may involve the occasional provision of advice and the interpretation of procedures.
- Knowledge of, and adherence to, the organisation's Health & Safety and Equal opportunities policies.

Experience of working in an admissions or administration role in an academic environment is highly desirable.

Applications should be in the form of a CV and covering letter and addressed to the General Manager quoting reference AO120318. Applications can be sent via email to work@futureworks.ac.uk or via post to:

General Manager

Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS