

Job Description

Job Title	Admissions Administrator
Reports To	Admissions Manager
Responsible For	No direct reports
Department	Marketing & Admissions
Location	The majority of the Theatre School's activities are based at the School's Downside Road, Clifton site, with input at other relevant locations as required.
Hours	This is a part-time post, predicated on 20 hours each week. Occasional evening & weekend work may be required. Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.
Salary	£13,500 per annum (based on the full-time equivalent of £27,000 per annum)
Benefits	Flexible working hours, according to business needs. Complimentary tickets to Theatre School productions. Invitation to annual screening of students' film work. Join alumni masterclasses arranged for current students. Parking space on a first-come-first-served basis. Bring your (well-behaved) dog to work. Employee Assistance Programme available to all staff. Staff-led groups. Supportive and friendly environment.
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	25 days per holiday year plus bank holidays (pro-rata based on part-time hours)
Notice Period	Two months, after successful completion of probationary period
Probationary Period	Six months
Duties & Responsibilities	<p>Position Overview: Working closely with the Admissions Manager and Head of Commercial & International, the post holder will be responsible for effective administrative duties relating to enrolment of students onto BOVTS Postgraduate and non-degree courses.</p> <p>Duties:</p> <p>Postgraduate Course Administration</p> <ul style="list-style-type: none"> Assisting with the checking and processing of applications to the School's Postgraduate courses, and ensuring clear on-going communication throughout all stages of audition / interview with students, whether successful or unsuccessful.

	<ul style="list-style-type: none"> • Taking payments by cheque or manual credit/debit payments for application fees. Requesting approval for application fee refunds as appropriate. • Arranging interview and audition dates • Processing offer letters and documentation between the School and successful applicants. • Assisting with organisation of registration and documentation, and attending the school welcome at the start of each academic year. • Maintaining databases for current students and alumni • Acting as the initial point of contact regarding student accommodation, liaising with external accommodation providers and maintaining the School's accommodation list. • Aiding and supporting within the team as and when required, to include holiday cover and potentially to work additional days during busy times. • Other administration duties and responsibilities as requested and within skillset. <p>Non-Degree Course Administration Co-ordinating and administering all aspects of the School's non-degree courses (Youth and Short courses), including internal liaison with Head of Commercial & International, Course Leaders and Marketing.</p> <ul style="list-style-type: none"> • Dealing with enquiries from potential applicants to non-degree courses, including accommodation enquiries • Booking rooms for non-degree courses • Taking payments for non-degree courses • Producing timetables for non-degree courses • Producing certificates for attendees of non-degree courses, as required • Producing registration lists for attendees of non-degree courses and liaising with Reception team accordingly
Person specification	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of three years' experience in an administrative role at a similar level. • Very high attention to detail, thoroughness and accuracy in all areas of work. • Excellent communication skills, with the ability to communicate with people across all grades and from all backgrounds. • Highly organised and self-motivated, with a calm and logical approach. • Experienced in the use of Google Suite and Outlook • Positive and hands-on attitude when working in a busy and vibrant office. • Ability to adapt workload according to changing priorities, sometimes at short notice.

	<ul style="list-style-type: none"> • A passion for Equality, Diversity and Inclusion in the arts or Higher Education <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in an educational environment. • Experience of working in an Arts organisation • Knowledge of Bristol and the South West
Additional Information	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
Equal Opportunities	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection</p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p>Equality & Diversity</p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.</p> <p>We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital/partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.</p>

Selection & Assessment

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will guarantee an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.