

Job Description

JOB TITLE:	Admissions Manager
REPORTS TO:	Data Manager
LINE MANAGEMENT FOR:	Admissions Administrator
DEPARTMENT:	Admissions
LOCATION:	The majority of the Theatre School's activities are based at the School's Downside Road, Clifton site.
HOURS:	This is a full-time post, predicated on 40 hours each week, which includes a 30-minute paid lunch break. 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.
HOLIDAY:	25 days per holiday year, plus bank holidays
PENSION:	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
SALARY:	£35,000 - £40,000 per annum, dependent on experience
BENEFITS:	<ul style="list-style-type: none"> • 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.
PROBATIONARY PERIOD:	Six months
NOTICE PERIOD:	Three months following successful completion of probationary period.

MAIN DUTIES:**Overall responsibilities**

The Admissions team is the first point of contact for applicants, some of whom will become our future students. The team set the tone for the Theatre School in ensuring that the process is fair, smooth and well-communicated to all our applicants.

Responsibilities within the Admissions team will include:

- Decision making at a strategic level on a high volume of applications.
- Assessing the fee status of applicants
- Meeting established statutory deadlines for applications
- Working flexibly and collaboratively with the Data Manager and Student Recruitment team as required

The post-holder will be assigned to manage and be accountable for Undergraduate and Postgraduate applications to Bristol Old Vic Theatre School, across all courses.

The post-holder will lead the Admissions team and also be responsible for the management of postgraduate international applications to study at the School, in support of the School's recruitment objectives. Responsibility for this includes:

- Assessing international qualifications
- Ensuring all decisions and processes, including the appropriate issuing of Certificates of Acceptance for Studies (CAS) are fully compliant with UKVI regulations.
- Administering the Federal Loans process.

Other responsibilities include:

Leadership and management

- Build, lead and oversee admissions, to ensure the delivery of an exemplary service for prospective students applying to the School throughout the admissions cycle.
- Produce written recommendations for change; setting and monitoring clear objectives and fostering communication with other teams including Student Recruitment and Marketing.
- Ensure that communication about the student recruitment and admissions service, including communications for applicants, is appropriate, suitably targeted and effective, whilst remaining compliant with relevant authorities and legislation.
- Lead, manage and motivate assigned admissions staff, overseeing staff development and the provision of effective resource planning, on-going training and management of the team.
- Maintain an up-to-date knowledge of best practice within the sector regarding recruitment and admissions, providing advice and training to colleagues where appropriate.
- In collaboration with the Data Manager and Student Recruitment Team, attend working groups in support of recruitment and

admissions activity and inform the development of School wide training where relevant, particularly with Course Leaders responsible for student recruitment to their specific discipline.

Admissions management

- Make admissions decisions on complex and non-standard issues in order to achieve recruitment targets, maintain academic standards and to ensure compliance with School policies and procedures, external body requirements and relevant authorities / legislation.
- Ensure that entry criteria are transparent, fair and accessible, overseeing each courses' space and entry requirements as appropriate to ensure accurate and timely intervention to support effective recruitment.
- Identify and implement the inputting of additional and appropriate admissions-related data to the Student Records System to support and improve operational and strategic decision-making.
- Where appropriate, lead and oversee the compilation of course listings and information to facilitate and support maximum and effective recruitment.
- Investigate applicant appeals and complaints, providing advice to the reviewer in order to facilitate appropriate responses in line with the Theatre School's policies and procedures.
- Always consider consumer rights and the School's obligation to ensure the Admissions' Team embody these.

Service delivery

- Conduct research in order to keep up to date with, and share, changes or developments in all sector-wide recruitment and admissions matters, to continually develop and improve admissions processes.
- Work closely with the Student Recruitment Team to deliver and manage projects, as allocated, to support the student recruitment and admissions strategies, e.g. development and implementation of new policies and procedures.
- Provide a range of operational reports to the Data Manager as defined by senior management.
- Through a range of feedback/review mechanisms, ensure that the views of prospective students and staff are obtained on the services provided by the Admissions Team, including internal and external stakeholders, to ensure that those views are considered, and to inform continuous improvement.
- Work flexibly as a member of the wider Student Recruitment & Admissions teams to support the successful delivery of key activities and events, for example, Open Days.

US Federal Loans Administration

- Act as the Primary Destination Point Administrator (PDPA) for BOVTS administration of US Federal Loans in respect of US students
- Maintain accurate records in accordance with the agreed system for each student accessing US Federal Loans

	<ul style="list-style-type: none"> • Maintain and review cost of attendance calculations for each student accessing US Federal Loans • Advise and inform prospective students of their responsibilities pertaining to US Federal Loans and ensure completion of on-line counselling pre and post study • Monitor the default management of US Federal Loans <p>Please note that training will be provided both online and in-person.</p> <p>Scholarships, bursary and hardship fund management</p> <ul style="list-style-type: none"> • Advise students about financial support that may be available for them to access at undergraduate or postgraduate level, including scholarships, bursaries and hardship funds. • Deliver reporting requirements with external funding bodies such as the Student Loans Company (SLC) and US Federal Loans schemes. • Oversee the support, distribution, and allocation of support funds and other eligible funding opportunities. • Advise students all aspects of the student funding system, state benefits and university grants, bursaries and scholarships. • Provide specialist advice and practical support including establishing eligibility to support grants and bursaries.
<p>Essential Criteria:</p>	<ul style="list-style-type: none"> • Recent experience of working in Admissions at a Further or Higher Education Institution. • Understanding of the application processes for undergraduate and postgraduate courses, and knowledge of current sector-wide issues in the area of HE admissions. • Understanding of international admissions processes, including UKVI requirements relating to the application for student visas. • Knowledge of overseas qualifications and education systems and how to determine equivalencies for non-UK qualifications. • Excellent written and oral communication skills. Ability to convey complex ideas in a coherent and engaging manner to a variety of audiences. • Ability to influence and persuade at all levels and develop effective relationships with colleagues both within the immediate team and across the School, to achieve shared goals. • Excellent analytical and writing skills, and the ability to draw conclusions from complex information sets and to make recommendations for action. • Excellent IT skills; ability to specify data requirements, prepare, manipulate and present effective and accurate information. • Ability to process a large amount of applications whilst maintaining a high level of accuracy and attention to detail and to tight deadlines. • Experience of managing a budget • Experience of delivering first-class customer service. • Proven experience of working in a highly confidential and respectful manner.

Desirable Criteria:	<ul style="list-style-type: none"> • Evidence of ongoing professional development and proactiveness to keep updated with changes within the sector and their impact. • Experience of successfully leading a small team • Knowledge of the Google Education Suite, Gmail and associated Google products • Experience of using Databases • Experience of working in the Arts, or similar, environments and of handling the personalities involved.
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This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

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 acknowledge that our workforce is not representative of the wider UK population or the arts sector. As such, 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> <p>Selection & Assessment</p> <p>We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and</p>
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	<p>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 be guaranteed an interview.</p> <p>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.</p>
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