

Job Description and Person Specification

Admissions Officer

October 2025

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Purpose and Values

Purpose

Our purpose is:

Breaking down barriers together.

Values

Our values are:

Dare to be different

Make it happen

Don't be mean

About the Post

The primary purpose of this post is to process applications for our undergraduate and postgraduate programmes.

Applicants may apply directly (through our Application Management Service, Enrolly-Apply) or through UCAS.

The post holder will generate reports for applicants who have applied directly and through UCAS to provide statistics based upon their admissions stage (e.g. conditional offer, unconditional offer, finance cleared - enrolled).

Job Description

Job Title:	Admissions Officer
Salary:	Grade 1: £27,180 to £37,680 p.a.
Hours of Work:	37.5 hours per week Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]
Working from home:	At the line manager's discretion, the postholder may be permitted to work from home on one day a week; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment
Holidays (Paid):	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
Pension:	Contributory pension scheme Full details are available from the Finance Department
Main purpose of the role:	To act as Bloomsbury Institute's Admissions Officer Deliver a high-quality admissions service for all home and international applicants, with responsibility for: (i) the processing of applications; (ii) the selection of applicants to whom an offer will be made; (iii) the scheduling of interviews and (iv) all communications with applicants through to the point of enrolment
Reporting to:	Admissions Manager
Location:	7 Bedford Square, London WC1B 3RA

Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Provide information, advice and guidance to applicants throughout the application process, for example, on entry qualifications in accordance with the Admissions Policy.
- Apply consistency in selection and offer making procedures and ensure compliance with the Institute's regulations, policies and procedures, including the Admissions Policy, Safeguarding Policy and the Equality, Diversity and Inclusion Policy.
- Ensure correspondence with applicants is appropriate and timely, using the most applicable channels.

- Maintain communications with applicants from initial application through to the point of enrolment.
- Provide support and guidance to applicants that physically attend the office.
- Request and approve admissions documentation from applicants, as required.
- Arrange and deliver interviews for applicants, as required.
- Ensure the timely and accurate updating of information within internal and external databases for each stage of the admission cycle (for example (and where applicable): Application Management System; UCAS Weblink; CAS Shield and Student Record Management System).
- In collaboration with the Student Recruitment team, ensure efficient and effective operation of the UCAS confirmation and clearing procedures.
- Generate admissions reports, as required by the line manager or other stakeholders.
- Keep up-to-date with policy and legislative changes affecting admissions, such as disability legislation, and national and international educational developments, in order to inform applicants and other internal and external stakeholders.
- Provide advice, guidance, assistance and training to the Student Recruitment Team and other staff with regard to internal and external regulations, policies and procedures which relate to admissions.
- Establish and maintain links with colleagues at other higher education institutions, including the Institute's validating partners.
- Represent the Institute at relevant conferences (e.g. ARC, UCAS, ECCTIS) as deemed appropriate by the line manager, establishing and maintaining networks and contacts.
- Provide assistance to the UKVI Compliance Manager, as agreed with the line manager.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams, leading by example.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information with any third party.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.

Person Specification

Essential criteria [i.e. the criteria that an applicant must satisfy]

Qualifications

- Undergraduate degree and/or postgraduate degree, or equivalent professional qualification

Experience and attributes

- Proven ability to interact with diverse student populations
- Strong understanding of admissions processes and procedures in UK higher or further education.
- Experience in student admissions, within a Higher Education institution.
- Experience in an administrative setting, including data entry, spreadsheets, reporting.
- Experience of customer service, answering telephones, responding to emails and face-to-face meetings.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Excellent writing, communication and interpersonal skills.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.

Personal qualities

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.
- Commitment to living the Institute's values: Dare to be different; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's purpose.
- Genuine commitment to equal opportunities, widening participation and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]

Qualifications

- None

Experience and attributes

- Familiarity with regulatory compliance in UK higher education admissions.
- Experience of using Enrolly - CAS Shield
- Experience in using UCAS Weblink for application processing
- Knowledge of the UKVI framework and associated policies
- Knowledge of UK and International qualifications

Personal qualities

- None

Guaranteed Interview Scheme for applicants with a disability and other related information

We actively encourage applications from persons with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, People, Talent and Culture Manager at antony.charles@bil.ac.uk. Please refer to our [Staff Recruitment and Development Policy](#) for further information.