

# Bursary Enrolment Assistant

## Job Description



Cheshire College  
South & West

<b>Area</b>	: <b>Bursary and Transport</b>
<b>Salary</b>	: <b>£11.44 per hour</b>
<b>Hours of Work (Full-time/Part-time)</b>	: <b>37 hours per week</b>
<b>Line Manager</b>	: <b>Bursary and Transport Supervisor</b>
<b>Responsibility for</b>	: To liaise with incoming learners, their families and internal staff during the enrolment period to support awareness of College processes and to promote accuracy  : To support other functions within the team as required, ensuring timely access to bursaries is facilitated.

### Main Purpose of Job:

To provide an excellent service in order to ensure that the provision and services it provides:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Management Information Team.

### Key Duties and Responsibilities:

- (1) To take responsibility for the accurate input and maintenance of student and enrolment details onto the student records system.
- (2) To liaise with incoming learners, their families and internal staff during the enrolment period to support awareness of College processes and to promote accuracy.
- (3) To support other functions within the team as required, ensuring timely access to bursaries is facilitated.
- (4) To perform clerical duties including filing, photocopying, production of letters, reports.

### **Generic Duties and Responsibilities:**

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (4) To actively contribute to the risk management of the College.
- (5) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (6) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (7) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (8) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

## Bursary Enrolment Assistant Person Specification

	Assessment Method				
	Application Form	Interview	Assessment	Qualification	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation					
<b>Education and Qualifications</b>					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>GCSE Grade C (4/5) or above in English and Maths (<i>or equivalent</i>)</li> </ul>	✓			✓	
<b>Skills and Experience</b>					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>Excellent organisational skills, ability to prioritise and work effectively under pressure</li> </ul>	✓	✓			✓
<ul style="list-style-type: none"> <li>Excellent time management with the ability to work flexible hours as required</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Excellent interpersonal skills with the ability to develop positive working relationships at all levels skills</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Accuracy and attention to detail</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Excellent digital literacy skills including computerised record systems and Microsoft Office products</li> </ul>	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>Customer service experience</li> </ul>	✓	✓			
<u>Desirable</u>					
<ul style="list-style-type: none"> <li>Experience of working and communicating effectively with young people</li> </ul>	✓	✓			✓
<ul style="list-style-type: none"> <li>Previous office/administrative experience</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience of working in an educational establishment</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Commitment to on-going professional development for self and others</li> </ul>	✓	✓			✓
<b>Other Requirements for Employment</b>					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>Enhanced DBS check</li> </ul>					

Updated May 2024