

Admissions Team Leader

School:	Langley College	Posted:	24th June 2019
Location:	Slough, Berkshire	Expires:	8th July 2019
Contract Term:	Permanent		12:05 PM
Salary:	£29,033 - £31,536	Start Date:	To be confirmed
	Per Annum	Job ID:	1056719
Hours:	Full Time	Job Reference:	JUN20195605



Langley College

The Admissions Team Leader is an exciting opportunity to play a pivotal role in the creation of the new college Central Admissions Team, supervising a team delivering a first class admissions and enrolment service to internal and external customers.

The Windsor Forest Colleges Group is a leading education provider in the south-east, which was formed through a partnership between East Berkshire College and Strode's College in Egham. Delivering high quality education and training to over 8,000 students and businesses each year, we offer state-of-the-art learning environments at our three main campuses: Langley College, Strode's College and Windsor College.

Our mission is to inspire ambition and make a positive difference to lives through learning. We are keen to recruit talented individuals who are passionate about helping us to deliver the highest standards of education and training to local people, communities and businesses. In return, we offer a supportive and inclusive working environment, where everyone's skills and ideas are valued and respected.

As a Team Leader, you will take an active lead role within the Admissions team directing staff to ensure the prompt and accurate processing of admissions and enrolment data across the group and deputise for the Deputy Head of Admissions when required.

The successful candidate will work closely with both internal and external customers across the College Group ensuring the effective delivery of a professional and responsive service. You will also produce regular Admissions related reports from the college MIS systems both for use within the team and by college management.

You will take a pro-active approach to working within your own team and across the group to maximise student numbers by working closely with curriculum and local partners such as schools and youth service to promote the college.

This is an opportunity for a passionate individual who wishes to work in a truly stimulating and rewarding environment at Langley College.

Our staff benefit from:

- Excellent work/life balance with generous holiday entitlement - Support roles enjoy 27 days plus bank holidays
- Excellent career progression opportunities for ambitious staff
- Subsidised professional qualifications
- Access to excellent defined benefit pension schemes
- Free on-site parking
- Cycle to Work Scheme and Season Ticket Loans
- Family friendly policies to support Work Life Balance
- NUS cards offering a wide range of discounts
- Various health & wellbeing benefits including discounted gym memberships, confidential staff counselling and discounted hair and beauty treatments at The Salon at Langley College

Please be advised that the vacancy will close at midday on Monday 8th July 2019. Interviews will be held on Monday 15th July 2019

To apply please visit our website and complete the online application form.

Please ensure you pay particular attention to the supporting statement of the online application form.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. Successful applicants will be required to undergo a DBS check at the appropriate level.

Safeguarding Statement:

Langley College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.