



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A126
Job Title	Summer Admissions Administrator
Salary	£15.98 per hour including holiday pay
Contract Type	Fixed Term – 37 hours per week (Starting 6 July 2026 to End on 28 September 2026)
Campus	Gloucester
Department	Admissions
Reporting To	Admissions & Enrolment Manager

About the Role – Meet the Team

We are seeking an Admissions Administrator to join the Admissions Team over the summer to assist with the admissions for the new term. The Admissions Team is a team of six, we are the first point of contact for applicants making their journey with us into becoming a student. We support them through their application process depending on their course pathway and the steps required.

It is a fast-paced environment where you will learn new and develop existing skills and are fully supported by your peers. As a Coordinator you will have schools to look after and manage a portfolio of applicants as well as contribute to the team workload. The role will teach you a lot about the college, we work with a number of teams internally and externally to promote the college, excellent customer service and maximise enrolment.

Important – due to the nature of the role, we will not be able to accommodate holiday leave during our busiest time of **Monday 17th August** through to **Friday 11th September**.

About the Role – Duties and Responsibilities

- Take responsibility and accountability for initial assessment and processing of all applications from GC Website, DAS and UCAS.
- Co-ordinate the handling of enquiries from prospective students in a professional and friendly manner and act as a first point of contact via email and phone for Admissions queries.
- Provide initial advice and guidance to prospective students & stakeholders (via phone, email and face to face at events), Advising & signposting suitable pathways whilst building a comprehensive knowledge base of Gloucestershire College's provision.
- Ensure data quality through regular data validation audits and additional Admissions data tasks.
- Coordinate and Schedule admissions and enrolment events/interviews for applicants, contributing to the content and format of such events.





- Utilise and update a number of IT and web-based systems in order to provide effective information and advice and to record statistical information as per departmental procedures.
- Participate in all Gloucestershire College open events promoting the college and supporting with making applications.

About the College – Our Expectations

- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College’s Equality and Diversity Policy
- Actively promote the College’s Safeguarding Policy and Practices
- Support the College’s sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About the You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Significant experience of accurate data processing and administration experience – Experience of working in a fast-changing environment and tight deadlines – Knowledge and experience of computerised systems (Outlook, Excel etc.) – Significant customer service experience in an office environment on phone and email.
Desirable	<ul style="list-style-type: none"> - Technical knowledge of CRM and UNIT-e systems – Awareness of the Further Education sector, application trends and demographic. – Admissions experience in either undergraduate or postgraduate admissions services.





The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none">- Excellent accuracy and attention to detail skills.- Excellent organisational skills and be a team player.- Excellent communication skills both verbal and written.- Must be able to work to deadlines.
Job Circumstances	<ul style="list-style-type: none">- Enhanced DBS check or willingness to complete

