



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

About the Role – Employment Details

Post Number	A166
Job Title	Enrolment Support Assistant x2
Salary	On Claim £15.98 per hour (Basic hourly rate £13.59 per hour Holiday rate £2.39 per hour)
Contract Type	On Claim Contract (30 Hours per week) Fixed term Contract from August – October 2026
Campus	Gloucester
Department	Student Programmes Office
Reporting To	Student Data Manager
Pension	People Pension

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting an Enrolment Support Assistants to join the Admissions Team based at Gloucestershire College.

This is an excellent opportunity to gain transferrable skills and experience in Customer Service, Business Administration, Marketing and Education as well as networking opportunities with college staff and the potential to be recommended for any future GC employment opportunities.

In this role, you will work closely with the College's Academic and professional services teams to facilitate and support the team throughout the period of Enrolment (August – October 2026).

Important – due to the nature of the role, we will not be able to accommodate any holiday leave.

About the Role – Duties and Responsibilities

- Be part of a fast-paced, energetic enrolment team supporting one of the busiest and most exciting times of the academic year.
- Play a key role in helping new students begin their college journey by processing high volumes of enrolments accurately and efficiently.
- Deliver a professional, friendly and welcoming experience to students, parents/carers and colleagues, ensuring everyone receives excellent customer service.
- Use and update a range of internal systems and databases to provide clear information, guidance and administrative support.
- Work collaboratively to achieve team targets, quality standards and key performance indicators in a dynamic seasonal environment.
- Support the smooth day-to-day running of enrolment activities by assisting with a variety of administrative and operational tasks.





- Gain valuable experience in a busy Further Education setting, developing customer service, administration and teamwork skills that are transferable across a range of careers.

About You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Knowledge and experience of Windows based software – Experience of working in a fast-paced environment – Experience of Data inputting.
Desirable	<ul style="list-style-type: none"> – Experience of working in a fast-paced environment – Administrative experience – Minimum of Grades A-C or 9-4 GCSE Maths and English (or Functional Skills L2)

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Excellent accuracy and attention to detail – Excellent team working skills. – Excellent communication skills (written and verbal) – Organised and able to prioritise workloads. – Excellent customer service skills. – Ability to be proactive. – Willing and able to deal with difficult customers.
Job Circumstances	<ul style="list-style-type: none"> – Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- 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 a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

Gloucestershire College is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.