

Admissions Co-ordinator

(Post Reference NU5725)

Salary Scale: **£28,031 – £31,236 per annum Pro rata**

Vice-Chancellor
Professor Jackie Dunne



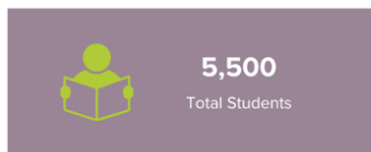
Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6th in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital

investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

Job Description

Job Title:	Admissions Co-ordinator
Grade:	5
Salary:	£28,031 - £31,236 per annum pro rata
Hours:	15
Department:	Registry
Reporting to:	Deputy Head of Admissions

Purpose of Post:

The primary purpose of this post is to manage all operational aspects of the smooth and efficient running of the admissions process (both undergraduate and postgraduate students) within the University. The Admissions Co-ordinators work closely together and share responsibility for: liaising with faculties on admissions support; engaging with applicants; and ensuring compliance with internal and external policy requirements. The postholders will also need to co-ordinate with other internal teams, including Marketing, and external partners to provide a seamless and robust admissions service for applicants.

The Admissions Co-ordinators will support and guide the wider Admissions Team on processing applications and offer-making, ensuring processes are enhanced to maximise conversion activity without compromising policy or compliance concerns.

1. Main responsibilities:

- Manage, in conjunction with the Deputy Head of Registry (Admissions), the administration of the University Admissions process, which also includes the confirmation period mid-August to late-September each year.
- Assist the Deputy Head of Registry (Admissions) to ensure the Admissions process is compliant with University policy and procedures and national statutory requirements (i.e. the Equality Act, Data Protection Regulations).
- Support the Admissions Manager in the monitoring, reporting and enhancement of Admissions activity to deliver of the university's strategic aims.
- Share duties to support faculty admissions needs with the other Admissions Co-ordinator. Be the lead liaison and point of contact for one faculty (Faculty of Arts, Society and Professional Studies; or Faculty of Education) and support/cover liaison for the other faculty. Keep relevant faculty colleagues updated on applicant progress, developments in admissions and stakeholder

queries. Work with the faculty on developments in the process and to resolve queries on applicant progress.

- Share responsibility to manage the priority areas of admissions compliance and applicant engagement with the other Admissions Co-ordinator. Be the lead on one priority area and cover/support on the other:

Admissions Compliance
• Be the Designated Safeguarding Officer within the University in regard to admission of new students and further develop, implement and monitor protocols for the safeguarding of children and vulnerable adults for required courses or other regulated activity (e.g. placements). • Write and maintain Admissions training materials including compliance guidelines relating to Office for Students, Department for Education, Quality Assurance, OFSTED and Data Protection Regulations. • Be responsible for the successful and efficient operation of the admissions cycle for international, including EU, applicants, ensuring regulations and policies are followed and are compliant with UKVI rules. • Ensure that, before offers are made, international applicants meet the rules set out by UKVI, with the support of the Deputy Head of Registry (Admissions) if required. Develop and maintain knowledge of visa rules, to become the institutional expert on UK study eligibility.
Applicant Engagement
• Responsible for supporting prospective students through the applicant journey, ensuring timely and effective communications across multiple platforms. • Responsible for ensuring all enquiries are accurately monitored and reported to ensure all prospective students receive excellent customer service from enquiry to enrolment. • Develop and provide Customer Service training to all Admissions Officers. • Ensure high quality, accurate and consistent information is regularly delivered to prospective students throughout the applicant journey, whilst also ensuring that all information is in an accessible format for all applicants. • In conjunction with the Marketing team, lead on Admissions conversion activity, such as the conversion communication plan for the applicant journey.

- Update and maintain all necessary undergraduate and postgraduate Admissions information on University systems and take full responsibility for accuracy of all lists, databases and communications.
- Co-ordinate the University's communication with prospective students and offer holders, online and in printed publications; ensuring that all published information is up-to-date and accurate.
- Respond in a timely, effective and professional manner to enquiries about the admissions of students to the University, either electronically, verbally or in person. To create and maintain records of all enquiries so they can be analysed and the information used for business planning purposes.
- Implement and develop a programme of sustained contact with offer-holders to ensure that Newman remains their first choice; monitor and evaluate any impact on conversion rates.
- Attend Open Days for prospective applicants. Answering questions on the programmes offered and providing guidance on admission procedure.
- Arrange for the dissemination of relevant information to new students and oversee the arrangements for their induction and registration.
- Provide clarification on procedures and regulations to University staff, as and when required. Responsibility for ensuring electronic and web-based information relating to our courses is up to date.
- Compile, analyse and report on statistics relating to admissions and Clearing for relevant University committees.
- Maintain an awareness of different HE policy-related updates and make recommendations on their application within the Admissions processes.
- To monitor that the admissions processes are compliant with the Office for Students, Department for Education, Quality Assurance, OFSTED and Data Protection Regulations.
- Plan, on an annual basis, for implementing continuous improvement in the efficiency of administrative procedures and compliances to the courses for coming years.
- Be available to work without taking holiday leave throughout the period of Confirmation & Clearing and registration period
- Be available to work additionally outside of normal working hours at certain peak times and be flexible with respect to annual leave patterns at these times
- As part of the Registry Office team, to provide assistance during the enrolment period and Graduation.

- Represent the University at UCAS and ARC events and other work-related seminars.
- To undertake activities commensurate with the level of the post as and when requested by line management.
- The post holder will be dealing with 'highly restricted information' as part of their duties.
- Please note that this role requires the role holder to work predominately on campus.

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman

University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	Educated to a degree level standard or equivalent	Application	Administration related degree or professional qualification (i.e. AUA PgCert)	Application
Relevant work experience and/or knowledge	Recent work experience in a customer-focused administrative environment within the higher education sector or transferable field. Experience of working effectively as a team member. Understanding of the General Data Protection Regulations and confidentiality issues.	Application/ Interview	Experience of running an undergraduate and/or postgraduate admissions process within a higher education sector. Understanding of DBS, occupational health and other statutory checks. Involvement in developing and/or leading a customer-focused team or project. Familiarity with UCAS and DfE Apply.	Application/ Interview
Relevant and/or Specific skills required	Competent in MS Office (Word, Excel, PowerPoint), email and web-based database systems. Aptitude to create and interrogate databases. Excellent communication, customer service and organisational skills.	Application/ Interview/	Proficient in SITS or similar systems. Knowledge of the Office for Students, Department for Education, Quality Assurance, OFSTED and Data Protection regulations related to higher education.	Application/ Interview
Personal qualities and attributes	Be a team player, keen to help others. Attention to detail. Use own initiative and meet deadlines without close supervision. Able to deal with difficult student circumstances in a sensitive manner. Prioritise workload to meet multiple deadlines and forward plan. Manage multiple tasks effectively at the same time.	Application/ interview/		interview

General Terms & Conditions of Employment

This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 5 £28,031 – £31,236 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-

enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

Procedure for Application

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: 10 October 2025

Interview date to be confirmed
