

MONOUX SIXTH FORM COLLEGE

Admissions and Administration Officer Application Pack





WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

Help students take their next step

Are you organised, approachable and passionate about helping young people access education? We are seeking an Admissions Officer to provide a welcoming, efficient and supportive service to prospective students and their families.

Monoux Sixth Form offers academic and vocational programmes with an emphasis on students' achievement, personal development and progression.

As Admissions Officer, you will support applicants from their first enquiry through to enrolment. Working closely with teaching and support teams, you will help students understand the application process, maintain accurate records and ensure that enquiries receive timely, helpful responses.

Your responsibilities will include:

- Processing applications, checking information and following up missing documents.
- Responding to enquiries from prospective students, parents, carers and schools by telephone, email and in person.
- Coordinating admissions interviews, appointments and applicant communications.
- Maintaining accurate admissions records and preparing reports on applications and enrolment.
- Supporting open events and enrolment activities while handling personal information confidentially.

About you

You will bring strong administrative and customer service skills, excellent attention to detail and the ability to manage competing deadlines. You will communicate clearly and sensitively with young people and their families, work confidently with databases and office software, and contribute positively to a busy team.

Experience in admissions, student services or an educational setting would be desirable. A commitment to fairness, inclusion and supporting young people is essential.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Thursday, 8th October 2026 – 10am

Interview Date: W/C 12th October 2026

Start Date: ASAP

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

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JOB TITLE:	Admissions and Administration Officer
REPORTING TO:	Director of Marketing and External Relations
SALARY:	Scale 5 – £32,016 – £34,706 per annum (pro rata) Inclusive of London Weighting Allowance (Actual salary– All year round – £19,209 – £20,823 approximately per annum)
HOURS:	Part Time 21.6 Hours (All year Round)
ANNUAL LEAVE:	25 days, plus 8 bank holidays pro rata and 2 closure days (pro rata for term time)

Purpose of the Role

- To support a comprehensive service of Information, Advice and Guidance (IAG) to students, members of the local and wider community.
- To undertake administrative duties as determined by the Enrolment and Admissions Coordinator. This includes cross-College departmental requests for HE, exams, welfare and curriculum.
- To support the team in achieving a student-centred approach with excellent customer service.
- To support all Marketing activities to promote the College with internal and external stakeholders. This includes the planning and delivery of interviews, requesting references and enrolment activity.

- Support the Admissions Officer with conducting preparatory activity relating to the 16–19 Bursary/Free School Meal Funds and liaise with the Welfare Officer. This includes the effective administration of the various financial support schemes available to students following funding guidelines.
- To develop excellent relationships with internal and external stakeholders to facilitate accurate information flow across the College.
- To acquire in–depth knowledge of the curriculum, progression, student welfare and other sources of financial support to assist enquiries.
- To be able to make appropriate referrals for specialist information and advice to other agencies, both internal and external to the College.
- To support school liaison and partnership development and take part in related projects across the College.
- Support the Enrolment and Admissions Officer with all admissions tasks including: monitor/respond to Admissions emails, create interviews in pro–solution, create potential student letters, create student interview check–in list, set up welcome desk for potential student interviews.
- Interview potential students and issue conditional offers.
- Input information into pro–solution for potential students after they have been interviewed
- Monitor and respond to all central team inboxes.
- As part of induction, run bursary workshops.
- Process Oyster Card 18+ from TFL website
- Support with the Bursary process
- Help support with cross college print requests and post functionality.

- Respond to the majority of reference requests from potential employers & record on excel spreadsheet.
- Monitor stationery stock levels and order as and when necessary.
- Produce excel spreadsheet of all students and undertake Student Record Quality Checks. Contact students for missing info/discrepancies accordingly.

SAFEGUARDING is everyone's responsibility and all staff, during their course of their employment, have a responsibility to safeguard and promote the welfare of children, young people and vulnerable adults. All staff are mandated to attend Safeguarding training and regular updates.

EQUAL OPPORTUNITIES – Sir George Monoux Sixth Form College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

The post holder will be expected to work outside of their normal hours from time to time to support key activities during the academic year. For example, enrolment, open evenings, parents' evenings, etc. Advance notice would be given and appropriate time off in lieu would be negotiated. Some additional flexibility may be required for the post holder in relation to the specific demands of the role.

PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: Application (A) Interview (I) Test (T)	
Qualifications			
Qualified to level 2 including English and Maths.	D	A	
Knowledge Experience			
Experience of working in a customer service role.	E	A/I	
Experience of using IT effectively to analyse data and provide reports.	E	A/I	
Knowledge of the Data Protection Act and the importance of Safeguarding personal information.	E	A/I	
Experience of working in an educational environment with students	D	A/I	
Knowledge of the curriculum, progression, student welfare and other sources of financial support.	D	A/I	
Skills & Abilities			
Ability to analyse situations and recommend appropriate ways forward.	E	A/I	
Excellent verbal communication skills.	E	A/I	
Ability to articulate clearly and objectively.	E	A/I	
Clear and accurate written skills.	E	A/I	
Ability to prioritise workload and work to clear timelines.	E	A/I	
Fully conversant with Microsoft Office applications including Excel.	E	A/I	
Personal Attributes			
Ability to handle conflict positively	E	A/I	
Ability to build positive relationships	E	A/I	

Open and responsive	E	A/I
Reliable	E	A/I
Ability to work as part of a team	E	A/I
Ability to work on own initiative	E	A/I
Possesses an eye for detail	E	A/I

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.



As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.

STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme
- available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.