

**JOB DESCRIPTION**



<b>JOB TITLE</b>	Admissions Officer
<b>TYPE OF CONTRACT</b>	Fixed term, full-time, one-year contract
<b>RESPONSIBLE TO</b>	Admissions and Student Services Manager
<b>GRADE AND SALARY</b>	Grade 3 £28,620 - £32,212  Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday, 9.30am – 5.30pm plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS</b>	Student and Academic Services department; Partnerships & External Relations dept; Finance; Drama School
<b>INTERNAL</b>	
<b>EXTERNAL</b>	Applicants, applicant Next of Kin, schools and colleges, accommodation suppliers, audition venues
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>BENEFITS</b>	
<b>(1) HOLIDAY ENTITLEMENT</b>	Generous annual leave of 28 days plus Bank holidays  (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
<b>(2) PENSION</b>	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
<b>(3) MATERNITY, PATERNITY AND ADOPTION PAY</b>	Enhanced maternity, paternity and adoption pay will be made for eligible employees
<b>(4) GP 24</b>	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)</b>	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and

	compassionate guidance 24/7, covering a wide range of issues
<b>(6) MENTAL HEALTH SUPPORT</b>	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
<b>(7) CYCLE TO WORK SCHEME</b>	LAMDA offers a salary sacrifice cycle to work scheme
<b>(8) EYE TESTS</b>	Sight test costs is reimbursed to employees who require VDU use
<b>(9) HYBRID WORKING</b>	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
<b>(10) GROUP LIFE ASSURANCE</b>	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
<b>(11) SEASON TICKET LOAN</b>	LAMDA offers an interest-free loan for the purchase of an annual season ticket
<b>(12) REWARDS MARKETPLACE</b>	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

## **JOB PURPOSE**

- To assist the Admissions and Student Services Manager by working as part of the team who deal with admissions administration, all applications, auditions and interviews for LAMDA courses and the provision of a wide variety of student services.
- To assist as required with other administrative duties, such as tasks related to enrolment, graduation and cover for the library issue desk

## **DUTIES AND RESPONSIBILITIES**

- Providing advice and guidance for applicants about LAMDA courses.
- Using LAMDA's student record system and UCAS to manage applications to and offers for LAMDA's courses.
- Scheduling auditions and interviews and processing the outcomes
- Organising 'audition squad' and casual staff to cover all auditions and interviews, and processing payroll paperwork
- Preparing and distributing offer packs for incoming students
- Assisting the Admissions and Student Services Manager with student welfare matters.

- Dealing with admissions enquiries by phone e-mail and in person.
- Assisting with arrangements for formal enrolment and graduation
- Helping students to enrol correctly each year, and helping them to complete the necessary forms and supply the necessary supporting documents
- Providing a variety of information and assistance to students and staff
- Other reasonable duties as required by the Admissions and Student Services Manager.

***This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.***

***The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.***

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>-Excellent organisational skills and the ability to remain calm and good-humoured under pressure</li> <li>-Good telephone manner with clear communication skills</li> <li>-Clear, accurate writing skills</li> <li>-Excellent interpersonal and team- working skills</li> <li>-Experience of MS Office</li> </ul>		Application / Interview
<b>KNOWLEDGE</b>		-Knowledge of student record systems/UCAS	Application / Interview
<b>EXPERIENCE</b>	-Administrative experience in an office-based environment	-Interest / experience in drama / performing arts and student environment	Application / Interview
<b>QUALIFICATIONS</b>		-Degree, or equivalent in experience	Certificates (if applicable)
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>-Focused, highly efficient and self- motivated with the ability to think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects</li> <li>-Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers</li> </ul>	-Ability to work with minimum amount of supervision	Application / Interview

## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019 and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumnus Benedict Cumberbatch was appointed the Academy's President.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.