



## **Admissions and Learner Experience Coordinator – 36 hours per week**

**Lisson Grove, London**

**Salary £35,298 - £39,117 per annum, depending upon current salary, skills & experience**

Are you passionate about the transformative power of education and want to make a difference to people's lives? If so, we want to hear from you!

Joining us as Admissions & Learner Experience Coordinator, you will work with the Head of Marketing & Admissions to manage admissions and deploy the Learner Experience Officers to provide an excellent level of customer service to all learners and visitors to the Lisson Grove Centre.

You will ensure a streamlined and intuitive application and enrolment process, for all forms of enrolment, and look to continually improve the admissions process. Managing all aspects of admissions, ensuring key deadlines are met, you will take lead role in the day-to-day running of the Learner Hub and work with other leads to provide support and cover for the Careers Coordinator and Learner Development Coordinator.

A basic DBS is required for this post.

### **About You**

We're looking for someone who has a Level 2 qualification in Maths and English (as a minimum) and who has a proven track record of leading an outstanding front-line customer function. You'll have experience of developing robust systems to effectively track customer enquiries and have good budget management experience. You'll also be a strong team player with excellent communication skills and be comfortable and experienced when it comes to managing a team, providing support, training, and encouraging continuous development.

Experience of working within the post-16 / Education sector is desirable.

### **About Us**

Westminster Adult Education Service is the largest local authority adult education service in London and one of the largest nationally. We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt the changing needs of our communities, resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.

We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.

### **Benefits**

In return for your hard work and dedication, we can offer an array of employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous



Professional Development. We also have nurseries on-site, and if we have space available, your childcare needs can also be flexibly taken care of (fees are payable).

We look forward to welcoming you to the WAES family!

Please quote ED/WAES/2007 in all correspondence for this role

To apply please download the relevant Job Description and then complete the Application Form and EO Monitoring Form from our website [www.waes.ac.uk/vacancies](http://www.waes.ac.uk/vacancies)

Please ensure you address all the role and person criteria when completing your supporting statement.

When you have completed your application, please email it back to [recruitment@waes.ac.uk](mailto:recruitment@waes.ac.uk)

**This post may close early if suitable applicants apply before the closing date and are interviewed.**

CVs will not be accepted for this post