

## JOB DESCRIPTION

<b>JOB TITLE</b>	International Admissions Officer
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<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 (10.00am – 6.00pm)  Additional weekends as and when required
<b>KEY WORKING RELATIONSHIPS</b>	Head of Student Services and Registrar, Admissions and Student Services Manager, Director of Actor Training & Drama School, Head of Technical Training, Operations Manager, Marketing staff, teaching staff and students
<b>INTERNAL</b>	
<b>EXTERNAL</b>	Prospective students/parents
<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) 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>(4) 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>(5) MENTAL HEALTH SUPPORT</b>	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
<b>(6) CYCLE TO WORK SCHEME</b>	LAMDA offers a salary sacrifice cycle to work scheme
<b>(7) EYE TESTS</b>	Sight test costs is reimbursed to employees who require VDU use
<b>(8) 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>(9) 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>(10) SEASON TICKET LOAN</b>	LAMDA offers an interest-free loan for the purchase of an annual season ticket
<b>(11) 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 provide support to the Admissions and Student Services Manager on all matters relating to international admissions
- To provide expert advice and support to applicants and students on visas, overseas student loan schemes (particularly US Federal Student Loans)
- To maintain accurate and complete student data to ensure compliance with the relevant regulations and funding bodies

## DUTIES AND RESPONSIBILITIES

- Keeping up to date with UKVI compliance requirements. Advising prospective students on UK Visa requirements including issuing CAS documents
- Working with the Admissions and Student Services Manager to ensure that LAMDA's CAS allocation is up to date and sufficient

- Working with other LAMDA staff to ensure compliance with UKVI requirements, including maintaining accurate student records and monitoring attendance in accordance with visa requirements
- Scheduling and managing auditions, including second auditions, recalls and auditions for current students
- Dealing with admissions enquiries by phone / letter / e-mail and in person
- Preparing and sending offer packs for all courses, in shared responsibility with others in the admissions team
- Keeping professionally updated on all applicable funding sources and maintaining LAMDA's pre-arrival information resources for incoming students
- Using funders' own portals to help set up individual students' funding.
- Ensuring that the Finance department have the timely and relevant information regarding loan payments
- Advising incoming students and their families about the funding schemes available to them
- Assisting students with queries about US student loans and sharing responsibility for handing other student funding queries with others in the admissions team. Responsible for ensuring paperwork relating to US Federal Aid is up to date and compliant, assisting students with their loan paperwork, confirming attendance termly on the COD system to ensure payment of loans, ensuring paperwork is accurate for loans to be processed
- Providing a variety of information and assistance to students and staff
- Providing administrative support for the Admissions and Student Services Manager and the Head of Academic Services in relation to Federal loans when necessary
- Other reasonable duties as required by the line 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>	<p>Excellent organisational skills and the ability to remain calm and good humored under pressure</p> <p>Good telephone manner with clear communication skills</p> <p>Clear, accurate writing skills</p> <p>Excellent interpersonal and team working skills</p> <p>Experience of MS Office</p>		CV/Cover letter/ Interview
<b>KNOWLEDGE</b>		Knowledge of HE	CV/Cover letter/ Interview
<b>EXPERIENCE</b>	<p>Proven administrative experience in an office-based environment or in Higher Education</p> <p>Experience of using database systems</p>	Interest / experience in drama / arts and student environment	CV/Cover letter/ Interview
<b>QUALIFICATIONS</b>	Educated to degree level or equivalent relevant experience		Certificates (If applicable)
<b>QUALITIES</b>	<p>Should be a self-starter but be able to work well in a team-orientated environment</p> <p>Friendly, flexible and approachable manner</p> <p>Enthusiastic and motivated</p> <p>The ability to deal confidently and with maturity with people on all levels</p>	Ability to work with minimum amount of supervision	CV/Cover letter/ 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.