

# Newbold College of Higher Education

Berkshire, England

is seeking to appoint a full-time

## Admissions and Records Officer

38.5 hours per week

We are looking for an organised, student-focused Admissions and Records Officer to be the first point of contact for prospective students and to look after their records from enquiry through to graduation.

### The role

- Answer enquiries from prospective students quickly and accurately by phone, email and other channels.
- Advise applicants on entry requirements, the admissions process, student visas and progression.
- Check applications against entry requirements, working with the Academic Registrar and Programme Leaders, to manage the application and enrolment process.
- Prepare student visa documentation and help the College meet its UK Visas and Immigration sponsor duties.
- Keep all student and academic records accurate.
- Collate all documentation needed for the creation of student files.
- Produce statistical reports with significant accountability for conversion from enquiry to application and application to enrolment.

### What we are looking for

#### Essential

- Relevant qualifications or experience
- Proven administrative experience, with excellent organization and attention to detail
- Excellent communication skills and a good command of spoken and written English
- IT skills and confidence working with data
- The ability to work sensitively in a multicultural environment
- Active membership of the Seventh-day Adventist Church in good standing, or sympathy with its ethos
- Right to work in the UK

#### Desirable

- Experience of CRM software or a Student Information System
- Experience in higher education admissions, student records or a similar role
- Knowledge of the UK Student visa route
- Some evening and weekend work may be required at busy times

### What we offer

- Salary according to the denominational scale
- 20 days' annual leave plus bank holidays
- Pension scheme
- Training and professional development
- A supportive, faith-based community on our campus

Newbold College of Higher Education offers quality education in a multi-cultural European context. Currently, it offers a range of pastoral education programmes in full-time and part-time modes at on- and off-campus venues. It is expected to expand these programme offerings beyond the theological.

Programmes are validated by and offered in partnership with the University of Wales Trinity Saint David.

To apply, please send your CV and a covering letter showing how you meet the criteria to  
Miss Onicah Singo at [hr@newbold.ac.uk](mailto:hr@newbold.ac.uk)

Please let us know if you need any reasonable adjustments at any stage.

*Newbold College is committed to equal opportunities and welcomes applications from all sections of the community, subject to the occupational requirement above. Appointment is subject to satisfactory references and right-to-work checks.*

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**The closing date for applications is 11 November 2026.**

***Life changing, Faith affirming***