

Admissions Officer

School:	Truro and Penwith College	Posted:	10th June 2025
Location:	Truro, Cornwall	Expires:	23rd June 2025
Contract Type :	Permanent	05:00 PM	
Salary:	£23,492 – 25,580	Start Date:	As Soon As Possible
	per annum	Job ID:	1492047
Hours:	Full Time		



Truro and Penwith College

Full Time

We are seeking an enthusiastic and organised individual to join our busy Admissions Team at Truro and Penwith College. This varied and rewarding role involves supporting all aspects of the college admissions process for Further Education applicants, from initial enquiry through to enrolment.

You will be responsible for delivering excellent customer service both face-to-face and over the phone, processing applications via our online system, and liaising with students, parents, staff and external agencies. The successful candidate will also support college-wide events such as interview evenings, open days, and induction activities, and assist with a range of administrative tasks including data entry, bulk mailings, and reception duties.

Applicants should be flexible, proactive, and have excellent communication and organisational skills. The ability to work as part of a team and respond effectively to a fast-paced, customer-facing environment is essential.

We offer a generous package with benefits including up to 28 days annual leave plus bank holidays and College closure days, LGPS pension scheme, relocation package, free on-site parking and a variety of on-site benefits and discounts.

Safeguarding Statement:

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.