



## JOB DESCRIPTION

<b>Department:</b>	Admissions
<b>Post:</b>	International Admissions Manager – UKVI Compliance
<b>Responsible to:</b>	Director of Admissions
<b>Job Purpose:</b>	To ensure Millfield’s full compliance with UKVI sponsorship duties while supporting international families through the visa process and support the planning of international travel.

### MAIN DUTIES AND RESPONSIBILITIES

#### **UKVI compliance**

- Act as the UKVI Level 1 user for Millfield Prep and Senior School.
- Act as the main point of contact with families requiring visa sponsorship to study at Millfield Schools.
- Collate all documentation required ahead of the visa application, create and issue CAS documentation.
- Proactively support families and provide guidance through the visa application process.
- Maintain all procedural and visa documents pertaining to inspection by UKVI, including but not limited to expiring visas, expiring passports, withdrawals from study, changes to study plans, visa refusal and Child Student reporting changes.
- Maintain records of all sponsored students school attendance, travel and holiday/exeat locations prior to arrival and throughout the school year.
- Complete right to study checks including verifying guardian arrangements.
- Maintain reporting on all students on the Home Office SMS system.
- Support the Director of Admissions in ensuring the school meets all sponsorship duties to retain sponsorship status.
- Assist with sponsorship activities such as license renewal, annual BCA and CAS allocation and on-site audits.
- Identify and verify immigration of all non-UK Nationals and provide advice on any restrictions to study. Keep those students under review and advise families should the status expire.
- Remain informed of all immigration/visa legislations.

#### **International**

- Maintain a database of all agents working on behalf of Millfield Schools including vetting and contracting.
- Support the Director of Admissions in maintaining agreements with our agents.
- Support with hosting agents for familiarisation events or individual visits.
- Support the admissions team with the planning and scheduling of overseas travel.

#### **Other duties**

- Assist with the organisation and delivery of Open Days in a front of house capacity, welcoming visitors and speaking with prospective families.
- Safeguarding children is the responsibility of all members of Millfield staff.
- Any other duties that your line manager sees fit, providing such duties are appropriate to your role.

### **PERSON SPECIFICATION**

#### **Essential**

- Exceptional attention to detail. Able to spot discrepancies, omissions, or inconsistencies in documentation quickly and consistently.
- Able to work independently, managing a varied workload without close supervision and with a high degree of personal accountability.
- Uses initiative and proactively anticipates problems, seeks solutions, and does not wait to be directed when action is clearly needed.
- Willing and confident to raise concerns and challenge practice where compliance obligations are at risk, escalating appropriately and without hesitation.
- Quickly identifies issues and takes timely, considered action to resolve them, understanding the potential consequences of non-compliance.
- Thorough and methodical in approach. Maintains accurate, complete records and follows processes with rigour, particularly in relation to visa documentation and student reporting obligations.
- Able to work calmly and accurately under pressure, managing competing deadlines without compromising quality or compliance.
- Strong organisational skills with the ability to prioritise a high volume of tasks and keep multiple cases progressing simultaneously.
- Discreet, professional, and sensitive when handling confidential personal and immigration data relating to students and families.
- Excellent written and verbal communication skills, with the ability to convey complex visa and immigration requirements clearly to families and colleagues.
- A collaborative and supportive team player who contributes positively to the wider admissions team and the school community.

*Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.*

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.*

- I understand the duties and commitment statement listed above.
- I require clarification of the duties listed above.

Signed:.....

Print Name: .....

Date:.....