

JOB DESCRIPTION

TITLE: Registry Administrator

GRADE: Scale 5

RESPONSIBLE TO: Deputy Registry Manager

PURPOSE OF JOB:

- To maintain and where necessary improve the integrity of student data, including absence follow-up and withdrawals.
- Support the other teams within the campus as necessary.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may require working in other campuses of the College.

3. Particular to the Post:

3.1 Tracking student attendance, following up non-attendance with staff, students, parents and other agencies, including by text and e-mail to support curriculum teams in meeting attendance targets.

3.2 Liaising with MIS staff, Campus Administrators, IT staff, teachers and Curriculum managers on issues related to student records.

3.3 To support the enrolment and student data tracking of ALL NCC Students, including but not limited to, Onsite students, Offsite students, subcontracted students, apprenticeships and HE students.

3.4 Responsible for ensuring that registers are administered to a set timetable daily, including chasing un-submitted registers, ensuring that Pro-Solution is accurate and up to date.

3.5 Providing regular reports from Pro-Solution / Pro-Monitor in order to meet internal and external deadlines. Produce ad-hoc reports as and when requested.

3.6 Responsible for ensuring all student records are verified and amended in order to validate the ILR in order to meet internal and external deadlines. Advising tutors on a course of action regarding student status.

3.7 Completing change requests and group change requests for Withdrawal, Transfer or Reinstate of learners.

3.8 Maintaining all manual and computerised records relating to student tracking as required.

3.9 Liaising with Exams in relation to Examination procedures, records and systems. Acting as exams invigilators as and when required.

- 3.10 Dealing with student/staff/parent and other agency issues on a daily basis, dealing with and liaising with Curriculum Staff, student services and Campus Administrators to solve any queries relating to student's attendance.

- 3.11 Liaising with Customer Services in relation to enrolment procedures records and systems. Acting as enrolment administrators as and when required.

- 3.12 Support enrolment and data tracking of all NCC students including offsite outreach enrolment.

- 3.13 An understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.

4. Person Specification:

- 4.1 Ability to use effective oral communication skills both by telephone and face to face.
- 4.2 Ability to apply written communication skills including drafting correspondence and taking messages and Notes.
- 4.3 Ability to work as a member of a team and to establish effective working relationships.

Skills:

- 4.4 Proficient IT skills to use MS Office software and IT databases and software Packages.
- 4.5 Organised with the ability to prioritise effectively to meet deadlines.
- 4.6 Basic financial/budgetary administration.
- 4.7 Ability to build and maintain effective working relationships and work as a member of a team.
- 4.8 Ability to store, retrieve and set up systems of work.
- 4.9 Ability to manage competing individual/team demands.
- 4.10 Ability to manipulate data and to produce accurate reports on which reliable decisions can be made.
- 4.11 Ability to support others and use own initiative.
- 4.12 Good attention to detail and ability to manipulate, analyse & present data, assess situations and decide on a course of action.

Knowledge:

- 4.13 Knowledge of how to use a range of software and present a variety of information in an easy to understand format.
- 4.14 Knowledge of the education sector and the importance of student care and success.
- 4.15 Knowledge of, or ability and willingness to learn, the funding regulations and audit requirements for all funding streams.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.