

JOB DESCRIPTION

Post Title: Registry Officer
Responsible to: Registry Team Leader

Main Purpose:

Responsible for maintaining, monitoring and evaluating student records across College, both on and off site, ensuring accuracy of all records for funding and statistical purposes.

Duties:

1. To maintain accurate computerised student records based on comprehensive knowledge of, and in accordance with, the rapidly changing funding legislation and requirements of the College's Management Information System, Government Funding Bodies, ie, FE & HE funding, and the general management of the College.
2. To be responsible for evaluating and amending student data and implementing student course changes and related fee adjustments. To maintain student confidentiality.
3. To keep up to date with enrolment related regulations and new projects and to pass on information and advice to colleagues, students and the general public.
4. To assist in the maintenance of the course file, ensuring all course data is accurate and reflects the offerings of the college.
5. To prepare and maintain files of all primary documents as required for audit purposes.
6. To prepare and maintain information for the collection of student/course fees through the invoicing of sponsors (LEAs, employers, Government Training Scheme Agencies).
7. To undertake work in relation to examinations, timetabling and registers as required.
8. To undertake the training and mentoring of new staff.
9. To adopt a proactive approach to liaise with, and respond in, an efficient and professional manner to all enquiries relating to a wide range of registry issues. To work at all times in close co-operation with team members and faculties within the College to ensure an efficient flow of information and to provide support in those areas as required.

10. As directed by the Registry Team Leader to provide an efficient and effective level of support for the Management Information System and its operations, including the preparation of statistical records and in particular in the compilation of ILR and related claims for funding including contract management reports as directed.
11. To be involved in the key College enrolment dates. To process student information including the assessment of related fees and the direct entry of data to the computerised record system.
12. To respond efficiently and professionally to enquiries and to maintain good public relations with all clients.
13. To work co-operatively with all other sections in the provision of a corporate College service.
14. You may be required to undertake such other duties, commensurate with your grade and hours of work as may reasonably be required.
15. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work.
16. To follow strictly the requirements of the College's Health & Safety Policy, Sustainable Development Policy and Equality/Diversity Policy.

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment in the Wigan & Leigh area where Wigan & Leigh College conducts its business.

Qualifications

- Level 2 literacy and numeracy qualifications or to attain within 12 months of appointment
- NVQ 2, or equivalent, in Administration
- Qualification in Information Technology

Knowledge:

- Working knowledge of Microsoft, Word, Excel, Access
- Knowledge of Management Information Systems
- Awareness and understanding of the student record and its implication on funding in relation to an FE College

Competencies:

Able to:

- Communicate effectively

- Use initiative
- Adopt a flexible approach to working hours and fluctuating work schedules
- Set up and maintain effective and supportive administrative systems and procedures.

Proven ability to:

- Work as a proactive team member
- Efficiently process data electronically
- Work to timely/accurate deadlines
- Evidence of working within an education environment

Other Requirements

- Able to travel as necessary to fulfil the duties of the post
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children
- Evidence of continuing professional development

September 2020

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.