

JOB DESCRIPTION

Post Title: Registry Apprentice
Responsible to: Registry Team Leader

Purpose of the role

The post-holder will be expected to:

Provide administrative services for the Registry Team, whilst maintaining, monitoring and evaluating student records across the College (both on and off site) and ensuring accuracy of all records for funding and statistical purposes.

Duties

1. To work cohesively with all teams to prepare and maintain accurate records both electronically and paper based.
2. To support the teams to amend student data and implement student course changes and related fee adjustments.
3. To assist the team to prepare and maintain information for the collection of student/course fees through the invoicing of sponsors (LEAs, employers, Government Training Scheme Agencies).
4. To undertake work in relation to examinations, timetabling and registers as required.
5. Respond efficiently and professionally to all enquiries and maintain good public relations with all clients.
6. Work in close co-operation with team members and faculties within the College to enable an appropriate level of support and continuous flow of information.
7. Provide an efficient and effective level of support for the Management Information System and its operations.
8. To be involved in the key College enrolment dates, this includes the processing of information, assessment of related fees and data entry.
9. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and key stages in the academic calendar.
10. To maintain student confidentiality and ensure compliance with the Data Protection Act and Freedom of Information Act.

11. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work.
12. Undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

Corporate Responsibilities

To share and demonstrate the values of the College.

General Responsibilities

Adhere to the requirements of all College policies and maintain confidentiality in all aspects of College business.

Able to work flexibly as you may be required to work from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Required Qualifications

- Grade C's in English and Maths or Functional Skills Level 2

Knowledge and Skills

- Working knowledge of Microsoft Office (Word, Excel, Access)
- Customer service, communication, and organisational skills

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

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

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at www.gov.uk