



# Assistant Registrar

## Job Description

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### POSITION OVERVIEW

Department	:	Student and Academic Services
Location	:	Bloomsbury, London
Term	:	Full-time; permanent
Salary	:	Up to £45,000 per annum, depending on experience
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Reports to	:	Registrar
Line Manager to	:	Academic Services Coordinator

As Assistant Registrar, you will form part of Student and Academic Services, providing timely and efficient support to the Registrar and to the College's student body, faculty, and other departments to ensure the College provides an exceptional student experience at all times.

### DUTIES AND RESPONSIBILITIES

#### Student Records

- Overall responsibility for the management of the student information system (SIS), including:
  - Developing, reviewing and implementing academic records administrative processes and procedures.

- Working collaboratively with key departments, including Admissions, Faculties, and Operations, to develop, implement and deliver institutional registration, enrolment and academic records services.
- Ensuring that programme and course choice and academic records services are delivered to students and staff through the SIS.
- Reporting student data for statutory returns (e.g. HESA collections); and providing student data for Management on a regular basis.

### **Registration and Enrolment**

- Manage the production and dissemination of timely and comprehensive information to new students (website, emails, SIS, etc.).
- Ensure that programme and fees information is accurate and up to date on the SIS.
- Co-ordinate arrangements for the registration and enrolment process, including reviewing data collected to ensure compliance with HESA requirements in liaison with the Registrar and the Quality Team.
- Lead on the planning and delivery of the College's welcome and induction sessions during Freshers' Week for new and returning students.
- Oversee the post registration and enrolment audit process to ensure that all records, including for those students who failed to register and enrol or have documentation outstanding, are correct, and that any resulting actions have taken place.

### **Student Finance**

- Take a lead role in reviewing processes and increasing efficiencies in relation to student finance administration across the College.
- Manage Student Loans Company (SLC) activity, including:
  - Accurate completion of SLC work streams (e.g. registration, attendance, change of circumstances, etc.) and contributing to SIS developments in this area.
  - Accurate completion of the SLC HEI course database.
  - Keeping abreast of and implementing any changes to SLC arrangements.
- Manage the administration of scholarship and bursary schemes for continuing students, including:
  - Accurate notification to the Finance department and SLC of fee waivers and scholarships/bursaries, including payments to students through the SLC HEBSS system.
  - Maintenance of accurate data related to student financial support on the SIS.
  - Contributing to the Access Agreement in relation to bursary schemes.

- Work closely with the Finance department in their management of the administration of tuition fee billing, outstanding student balances, and SLC income.

### **Assessment**

- Oversee the organisation of the administrative processes for assessments for the College and the provision of training to students and staff.
- Act as Secretary to Assessment Boards.
- Assist the Registrar with the analysis of assessment data for reporting to Academic Board, and NCHNL Board.

### **Line Management**

- Day to day leadership and management for relevant supporting roles within the team, including responsibility for performance management, structure of duties, succession planning and training of staff.

### **Other key duties**

- Participate as a member of committees, including FAPSG, Extenuating Circumstances Panels, Student Attendance Panels, Support to Study Panels, Academic Misconduct Panels.
- Contribute to the development and application of academic and student policies and procedures, including Assessment Regulations, Academic Appeals, Academic Misconduct, Student Complaints, etc.
- Contribute to other key Student and Academic Services activities, such as committee servicing, participation in process improvement reviews, programme reviews, and participation in College academic events (graduation, prize giving, etc.).
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Registrar and Management.

## QUALIFICATIONS

Specification	Assessment criteria		
	Essential Desirable	Application	Interview
<b>Education, Qualifications and Training</b>			
Good undergraduate degree	D	X	
Degree in the humanities	D	X	
Counselling/welfare training	D	X	
<b>Experience</b>			
Experience of lower or mid-level management role within a Higher Education establishment	E	X	
Experience of working in a student support administrative role within the education sector	E	X	
Experience of working with overseas students	E	X	
<b>Knowledge, Skills and Abilities</b>			
Good written communications and strong interpersonal skills to deal with individuals at various levels	E		X
Excellent IT skills, including Excel, with experience of VLE and CRM platforms	E	X	
Well-organised, flexible and able to prioritise and work under pressure	E		X
Ability to deal with highly sensitive and confidential matters	E		X
Experience within student finance and excellent numeracy skills	E	X	
Experience with Tier 4 UKVI compliance	D	X	

Please note there will be competency-based tests at interview, which will require no preparation.

### Application Process

Applications should be made via [this link](#) by midnight, 27th November 2020. Please reference your application "AR1020". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role