



**WORK AT
SHIPLEY
COLLEGE**

Registry Administrator (Exams & Enrolment)

Shingley College - Great people, great place!

Hours: 37 Hours per week, permanent, full year post

1 x 37 hours: Mon - Thu 08:30 - 4:30, Fri 08:30 - 04:00

Salary: Scale 3 - FTE £22,072 - £22,610 per annum

Closing Date: Monday 13 May 2024 at 12pm

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

We are currently seeking a Registry Administrator to join our team and support our enrolments and examination processes. The ideal candidate will have a solution-focused attitude towards resolving everyday challenges and be able to provide administration with a very high level of accuracy.

The successful candidate will support our examination and accreditation processes, and will therefore possess excellent communication and interpersonal skills, with the ability to establish working relationships with all stakeholders. You should be self-motivated, organised and have the ability to work independently and as part of a team.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> • Enhanced Annual Leave • Enhanced pension contributions • Professional Development opportunities • Access to a free gym on site • Reduced cost train travel* • Access to free onsite car parks • Shopping discounts with discount app <p>*qualifying period applies</p> <p>For more benefits see below.</p>	<ul style="list-style-type: none"> • Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Proficiency in utilising IT tools and technologies • Excellent customer service and interpersonal skills • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail.

How to Apply: Application forms can be obtained from www.shingley.ac.uk.
Completed applications should be submitted to jobs@shingley.ac.uk



Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

EMPLOYEE BENEFITS

Financial Wellbeing:

- Enhanced Teachers' Pension Scheme / West Yorkshire Pension Scheme
- Generous Annual leave allowance
- Colleague discounts through TOTUM scheme
- DiscountsForTeachers - money off everyday shopping

Health and Wellness:

- Employee Assistance Programme
- Free on-site gym
- College-led wellbeing activities

Personal Development and Recognition:

- Leadership and Management training for Aspiring Leaders
- CPD funding and support
- Trainee teaching posts

Work-Life Balance:

- Flexible working patterns
- Enhanced maternity, paternity and adoption pay
- On-site cafes

Travel:

- Easily accessible on local transport
- Discounted train tickets
- Free on-site bike sheds and car parking





JOB DESCRIPTION

Job Title:	Registry Administrator - Exams and Enrolments
Scale:	Scale 3
Responsible to:	Registry Manager- Enrolments & Exams

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

Registry is a central support service that serves to provide high quality administrative systems to facilitate the learner journey from enrolments through to certification.

The primary focus of the post is to assist the team in providing a high-quality service and administration of the examination and accreditation process for the College.

A key element of the role is to ensure timely processing of examination entries and results, as well as the effective planning and running of examinations. Knowledge of examination and accreditation processes, as well as the use of Management Information Systems is advantageous, but not essential as full training will be given.

DUTIES AND RESPONSIBILITIES

- To assist with College examinations and accreditation within the College procedures, including supporting with examinations for apprentices and T levels.



- To assist with the maintenance of examinations and accreditation data on the College's management information system, ensuring it is complete and accurate.
- To oversee the exams administration for the College's T Level and Apprenticeship provision, including registration, assessment and certification.
- To liaise with Examination Boards, as necessary, and assist with the smooth planning and running of examinations, including:
 - timely processing of examination entries and results.
 - enter students for examinations using the correct awarding board process.
 - safekeeping and storage of all examination papers in compliance with the JCQ examination regulations.
 - timely submission of examination scripts, coursework, forms etc to Examination Boards.
 - overseeing arrangements for signage, exam resources, invigilation, room and other aspects of examinations, including specific examination access arrangements for learners.
 - maintaining and checking of examination approvals.
 - processing certificates and ensuring the safe storage of certificates to await collection for all learners.
- To liaise with students and tutors/assessors with regards to making arrangements for examinations.
- To facilitate Exam Access Arrangements for students with learning difficulties and disabilities and support them with appropriate process.
- Enrolment
 - To assist with any aspect of the student enrolment process.
 - To handle all enquiries in person, via email or the college website enquiry option including providing course information or relay these to the appropriate person.
 - To support marketing and promotions activities of the College, including Open Days.
 - To follow routine established systems and procedures for the entry of data into the College's information system and related entries.
 - To facilitate the College's Advanced Learner Loan provision.
- To occasionally work outside of normal working hours to assist with examinations and open days.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.



- To act in accordance with the College’s expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Level 2 in literacy and numeracy or equivalent (or be willing to work towards)	✓	
Competence in the use of a range of IT skills	✓	
Experience of using a learner management information system		✓
Previous experience of working in further education environment		✓
Some experience with apprenticeships and knowledge of T-levels		✓
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context	✓	
Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within Shipley College and the wider community	✓	
Friendly, approachable and polite	✓	
Effective organisational and administrative skills with accuracy and attention to detail	✓	
Ability to prioritise, self-manage and cope well with a demanding workload	✓	
Commitment to the promotion of equality, diversity and safeguarding through the health and wellbeing of young people and vulnerable adults	✓	
Willingness to undertake job training and to attend relevant staff development programmes	✓	
Able to work flexible hours when required to meet the needs of the business	✓	
Clean driving licence and access to a vehicle for work purposes		✓



Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the College's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.



OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

99% agreed with the statement: **"I am happy with the teaching on my course"**

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

98% of students agreed with the statement: **"I am happy with the College overall"**

