



**WORK AT  
SHIPLEY  
COLLEGE**

## **Registry Administrator (Enrolment)**

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### **Shingley College - Great people, great place!**

**Hours:** Full time, 37 hours per week, permanent, full year post

**Salary:** £23,557 per annum FTE

**Closing Date:** **Monday 14th July 2025 at 9am** *(We may close the advert early if sufficient applications are received. Early application is advised)*

**Interview Date:** To be confirmed

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

### **WELCOME TO SHIPLEY COLLEGE**

Would you like to work with a great team in a beautiful location, in a fast paced and varied role? Do you have the energy to resolve a variety of everyday tasks and challenges whilst providing administration with a very high degree of accuracy?

No two days are the same on the team – one day you could be entering data, the next helping to set up exam rooms and invigilating, liaising with exams boards, or assisting someone who needs a replacement certificate...the list goes on!

We need someone who will provide fantastic customer service and is proactive in completing tasks in a timely manner. Someone who possesses excellent communication and interpersonal skills, and is able to establish working relationships with all stakeholders.

Don't worry if you haven't worked in an enrolment/exam admin role before as full training will be given for this position. We do ask that you are proficient in using IT tools, have a "can do" attitude and thrive in a fast paced, high pressure environment.

If you are self motivated, very well organised and able to work both independently or as part of our team, then we would love to hear from you!

<b>Benefits we offer include:</b>	<b>We are looking for someone who has:</b>
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- Enhanced Annual Leave
- Pension Schemes
- Professional Development opportunities
- Access to a free gym on site
- Reduced cost train and bus travel\*
- Access to free onsite car parks
- Shopping discounts with discount app

\*qualifying period applies

- Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy
- Proficiency in utilising IT tools and technologies
- Excellent customer service and interpersonal skills, friendly and helpful attitude
- Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail.
- Flexible to cover occasional early starts/late evenings when needed in the different locations on campus
- Ability to think on your feet in a fast paced office where no two days are the same
- Willingness to help with the physical aspect of preparing for exams

**How to Apply:** Application forms can be obtained from [www.shipley.ac.uk](http://www.shipley.ac.uk). Completed applications should be submitted to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk).

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the 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.

## Job Description

<b>JOB TITLE</b>	Registry Administrator
<b>RESPONSIBLE TO</b>	Head of Enrolments and Exams

## INTRODUCTION

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 THE 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 in line with JCQ regulations.

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 examinations for both full and part time courses, 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:

- o timely processing of examination entries and results.
  - o enter students for examinations using the correct awarding board process.
  - o safekeeping and storage of all examination papers in compliance with the JCQ examination regulations.
  - o timely submission of examination scripts, coursework, forms etc to Examination Boards.
  - o overseeing arrangements for signage, exam resources, invigilation, rooming and other aspects of examinations, including specific examination access arrangements for learners.
  - o maintaining and checking of examination approvals.
  - o 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
    - o To assist with any aspect of the student enrolment process.
    - o 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.
    - o To support marketing and promotions activities of the College, including Open Days.
    - o To follow routine established systems and procedures for the entry of data into the College's information system and related entries.
    - o 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 the maintenance of a culture of continuous quality improvement, assurance and innovation.
- 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 CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent (or be willing to work towards)
Competence in the use of a range of IT skills
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

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Experience working in a fast paced or high pressure environment
Able to work flexible hours when required to meet the needs of the business
Effective organisational and administrative skills with high levels of accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a demanding workload

**N.B.\*A Level 3 Award in Education and Training within the first year of appointment and a full teaching qualification must be achieved within 5 year**

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

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
Clean driving licence and access to a vehicle for work purposes
Knowledge and experience of Equality, Diversity and Safeguarding
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Willingness to undertake job training and to attend relevant staff development programmes

## 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**

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## 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

**97% of students agree that the College is a safe place to learn.**

**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

**96% of students agree that College staff are friendly and helpful.**