



## PLUMPTON COLLEGE

### Registry Administrator

Reporting to:	EAG and Registry Manager
Working Hours:	37.5 hours per week
Salary:	£25,053 - £28,039 (Scale Point 1-20)
Scale:	PC S3
Annual Leave:	26 electable days, pro rata, 8 statutory days and up to 5 efficiency closure days at Christmas

#### Job Purpose

To administer exams related data and information, working closely with the Exams Officer and Awarding Bodies, in order to provide a consistent, high-quality exams experience for all learners, whilst maintaining compliance with external regulations.

To support wider student data processing and administration support across the Registry team as required.

#### Duties and responsibilities of the job

a. To process exam entries, registrations and results using the Student Records system (ProSolution) and any external systems as required by Awarding Bodies
b. To assist the Exams Officer to continually develop and promote new practices, efficient working methods for exams related data, and to ensure that best use is made of technology as it develops
c. To provide advice and guidance to curriculum teams to support accurate registration and monitoring of exam entries
d. To ensure all exam Awarding Body & JCQ regulations are adhered to at all times when arranging and conducting exams
e. Provide support with the scheduling of exams, including rooming, invigilation & access arrangements
f. To take individual responsibility for the accuracy of the exams related data and undertake data corrections ensuring the appropriate evidence is stored for audit purposes

<p>g. To provide general administration support to the Exams Team, including the recording of results, distribution of certificates and communications with learners</p>
<p>h. To provide excellent customer service and communication by giving consistent guidance, instruction and information to all stakeholders, including learners, parents &amp; staff</p>
<p>i. To provide flexible cover to support the Registry team as required, including enrolments, timetabling, and audit compliance</p>

## 1. Quality Improvement

<p>a. Support audits to ensure that all students are enrolled and registered and claimed on the correct qualification aim(s) to support timely achievement.</p>
<p>b. Support the response to complaints and work with Curriculum Managers to reach a timely and effective resolution, using the college policies and procedures.</p>

## 2. Continuous Professional Development

<p>a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.</p>
<p>b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.</p>

## 3. Other responsibilities and duties

<p>a. To adhere to appropriate College policies including (but not limited to) safeguarding, equity &amp; diversity, and health and safety.</p>
<p>b. To attend events/shows and assist the cross-College team for these events, this may include some weekends and evenings from time to time</p>
<p>c. To undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Senior Management Team or Principal.</p>

## Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
A full Level 3 qualification in IT, Customer Service, Business Administration, or otherwise relevant subject.
GCSE English & maths at grade C minimum.
Excellent IT skills including a familiarity with MS Office.
Experience of database input work across more than one database programme i.e. timetabling software and ProSuite.
Able to demonstrate data accuracy and timeliness.
Ability to comprehend and effectively summarise complex information.
Previous experience of working to a high standard in administration or support.
Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively.
Excellent organisational skills.
Able to work independently and as part of a team.
Experience of organising own workload and prioritising tasks accordingly.
A self-motivated, positive, and pro-active attitude.

Desirable Criteria
Experience of working with ProSuite.
Knowledge of one of the subject areas taught at Plumpton College.
Knowledge of funding in the Education sector, HE and Advance Learner loans.
Knowledge of GDPR and Safeguarding issues.
Experience of working with data in an educational environment.
Experience of timetabling.
Experience of working with Awarding Organisations for registrations, queries, and claims – specifically Pearson and City and Guilds.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

## **Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

## **Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

## **Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

## **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

## **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.