



Registry Manager	
Reporting to:	Head of MIS and Registry
Working Hours:	Full Time (1.0 FTE) (37.5 hours per week)
Salary:	£40,160 - £45,203
Position Code:	PC M2 (S) (scale point 39-43)
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The Registry Manager will oversee all College processes for the recording of student related data, (excluding HE). The post holder will line manage the Registry Team to ensure accurate and efficient operations.

Working College wide, the Registry Manager will work with colleagues across the College Management Team, and specifically with the Marketing and Enquiries, Advice & Guidance (EAG) team.

Duties and responsibilities of the job

1. Main Duties

a. Ensure the Registry Team are deployed operationally in an efficient and effective manner, regularly reviewing and balancing the workload. Ensure key services are adequately resourced during office hours.
b. Co-ordinate the distribution and completion of reports to effect data changes which ensure compliance with external funding bodies.
c. Utilise and develop the key college systems to ensure learners are effectively enrolled, registered, tracked and examined.
d. Lead on the enrolment processes for the College; manage the deployment of staff to ensure availability to effectively enrol learners.
e. Assist in the business planning process and ensure curriculum design is accurately reflected in the main student record system.
f. Act as a college super-user for the main student records system ProSolution.

g. Lead on the accurate and timely collection of data; ensure compliance with audit requirements.
h. Support the process of Individualised Learner Record (ILR) submissions by maintaining accurate and timely records.
i. Investigate issues with learner records and advise staff. Ensure that administrative processes are robust, produce accurate and suitable data and meet external audit requirements, including the management of data from external partners.
j. Effectively evaluate and resolve complaints and issues related to registry functions.
k. Oversee the Registry processes for communications to all students, parents and guardians.
l. Add and update system reference data.
m. Support the administration of student related data at peak times of demand.

2. Quality Improvement

a. Monitor and improve the day-to-day effectiveness of the systems for recording student related data across the College, excluding HE.
b. Ensure timely and accurate data submissions are maintained.
c. Assist in delivering the service level agreements for the Registry Team.
d. Proactively follow-up on reports and data issues, liaising with key college staff as required.
e. Continually reinforce the importance of data accuracy and timeliness.
f. Undertake compliance reviews to give assurance that the College is correctly submitting data.

3. Continuous Professional Development

a. Identify and manage the delivery of training to the Registry Team and wider college staff on effective and accurate use of college systems and processes.
b. Assist in the production of transparent training guidance.
c. Participate in supervisory/management training as required.
d. Develop and document key processes and instructions for staff.

4. Other responsibilities and duties

a. Deputise for the Head of MIS and Registry for Registry related activities.
b. In liaison with the Head of MIS and Registry, submit the College ILR in the absence of the Head of MIS and Registry.
c. In liaison with the Head of MIS and Registry, oversee appropriate changes and corrections to data recording by the Registry team.

d. Assist the Registry team in ensuring the effective administration and organisation of learner records amendments, data cleansing, timetabling and registers.
e. To attend events/shows and assist the cross college team for these events - this may include some weekends and evenings from time to time
f. 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.

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. Minimum Level 2 in literacy and numeracy.
b. Educated to degree level.
c. Experience of working in education, ideally within the Further Education sector.
d. Experience of managing staff effectively.
e. Intermediate Excel user.
f. Strong analytical and problem solving skills.
g. Strong communication, demonstrating the ability to liaise confidently with stakeholders across the college.
h. Experience of working with student record systems.
i. Experience of handling large volumes of data.

Desirable criteria for the post
j. Experience of using Advanced Pro Suite.
k. Experience of working with student record systems in the Further Education sector.

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