BHASVIC

Required to start ASAP

REGISTRY ASSISTANT (Permanent and Part time, 22.5 hours per week)

We are looking for a committed, reliable and enthusiastic person with a high level of accuracy and attention to detail, to join our busy CIS (College Information Systems) team as Registry Assistant.

The successful applicant will be responsible for processing change of course and leavers forms and assisting the Registry Manager to ensure that course data and the college MIS and ILR (Individualised Learner Record) is accurate and up-to-date.

This is a central role in the smooth running of the college and the successful applicant will have an understanding of the ESFA funding guidelines and the impact that changes to the student database may have on College funding.

This is a permanent position, working 22.5 hours a week. The normal working hours will be 4.5 hours per day Monday to Friday.

Start and finish times to be agreed between the successful applicant and line manager.

Pay, Pensions and Safeguarding

The pro rata salary for this post is **£10,843 per annum.** This is based on spine point 18 within grade 3 of the support staff pay spine for which the current full time salary is **£17,830** per annum.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are based on the length of your membership and your final salary. Your contribution would be 5.5% of your gross salary and the College contribution would be 19.80% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on **http://www.eastsussexpensionfund.org**

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on
http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren

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HOW TO APPLY

For details of how to submit your application, please visit our website
https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

  Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.
- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

****Please use your INITIALS ONLY for Part 2 of the application form, personal statement and cover letter.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

The deadline for receipt of applications is **9am Thursday 30 July 2020**

Interviews will take place on **Thursday 6 August 2020**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

July 2020

BHASVIC

JOB DESCRIPTION

POST TITLE: **Registry Assistant**

RESPONSIBLE TO: **Registry Manager**

GRADE: **3**

MAIN RESPONSIBILITIES:

To assist the Registry Manager in ensuring the accuracy and quality of the College's student, enrolment and course related data; ensuring that the College MIS system and ILR are accurate and up to date. To process forms submitted to the CIS department efficiently and with attention to detail, identifying any errors in the data submitted and liaising with colleagues from a range of departments to ensure that information is correct.

Specific Duties

1. To have a thorough understanding of the current student database and help to ensure its day-to-day accuracy

2. To update the current student database as required including processing

    - Change of course forms
    - Leavers Forms
    - Change of details forms
    - Timetable changes

3. To assist in ensuring course data is accurate and up-to-date on the MIS system and in the Course Masterfile.

4. To have an understanding of the ESFA funding regulations and how changes to the student database effect the College's funding

5. To organise the distribution and collation of a range of paperwork as required (for example: Learning Agreements, leavers forms, and enrolment forms)

6. To assist with enrolment, student timetabling and year-end procedures.

7. To assist in the planning and timetabling of other whole college events such as Moving on Day and Taster Day

8. To provide general assistance to the Registry Manager as and when required, including general office administration

9. To undertake any other duties which may from time to time be reasonably requested

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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PERSON SPECIFICATION

JOB TITLE: **Registry Assistant**
DEPARTMENT: **CIS**
RESPONSIBLE TO: **Registry Manager**

	Essential	Desirable	Method of assessment
Qualifications			
1. Educated to at least GCSE level	✓		Certificates Application Reference
Experience /Knowledge			
2. A minimum of 1 years' experience of working in an office environment	✓		Application Interview
3. Experience of using Microsoft Office applications (in particular Word and Excel) with accuracy	✓		Application Interview
4. Experience of using a complex database, or the ability to learn these skills and experience of data entry	✓		Application Interview
5. Experience of working effectively, both alone and as part of a team.	✓		Interview
6. Experience of working with high levels of accuracy and attention to detail	✓		Interview
7. Experience of working in an educational environment		✓	Application Interview
8. Experience of working with CAPITA software (in particular UNIT-e)		✓	Application Interview
9. Experience of MIS systems		✓	Application Interview
Skills and Abilities			
10. Excellent organisational skills with an ability to manage a varied workload and meet deadlines	✓		Interview
11. Excellent communication and interpersonal skills	✓		Interview
12. The ability to take the initiative and be proactive	✓		Interview
13. The ability to work quickly, flexibly, effectively and positively in response to requests made at short notice.	✓		Interview
Other			
14. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Interview/ Application
15. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality, Diversity and Inclusivity Policy, the Race Equality policy	✓		Interview