



Job Description

Job title	Assistant Registrar (Admissions & Enrolment)
Department	Registry, Student Experience Directorate
Grade	E
Location	Guildhall School of Music & Drama
Responsible to	Head of Registry Services
Responsible for	Senior Admissions Officer Student Funding Officer

Purpose of post

Under the direction of the Head of Registry Services, the role holder will be responsible for the co-ordination, management, operation and development of student admissions (including AP(E)L), enrolment, registration processes, study abroad) and for overseeing widening participation recruitment activities. The role holder will also be the lead admissions professional and role model for admissions staff across the School and will manage recruitment and admissions staff within the Registry.

Main duties & responsibilities

The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder.

1. To manage, to a very high standard, the admission and enrolment processes for all higher education students in the School, ensuring compliance with legislation, including:
 - open days, in conjunction with academic departments
 - information for applicants, including internet content
 - application procedures and policy
 - application data
 - offer procedures
 - maintaining and updating all SITS admissions and enrolment correspondence and reports the production of pre-enrolment student literature (including handbooks and admission portal content)
 - enrolment and registration of students (including extra-mural students) in conjunction with academic and student support departments
 - oversight of basic fee assessments undertaken within Registry and the departments and the management of complex fee assessments with reference to legal advice where necessary
 - co-ordination of induction activities, in conjunction with the Student Affairs Department



- Disclosure and barring checks.
2. Line management of staff in the Registry involved in the delivery of tasks related to student recruitment, admissions and enrolment, through day to day management, objective setting and appraisal, and professional development.
 3. Liaison with the Widening Participation Officer in respect of student recruitment activities in the UK with the aim to increase the diversity within the student body and ensure a seamless process between UK recruitment and admissions.
 4. To liaise with departmental academic and administrative staff to ensure the integration of admission and enrolment processes across the School, monitoring activity to inform future developments. To initiate and develop, in liaison with departmental academic and administrative staff, enhancements to the applicant and student enrolment experience chairing the Enrolment Working Group and other relevant working groups.
 5. To monitor admissions and enrolment activity across the School and advise the Head of Registry Services on poor or non-compliance and other areas of risk.
 6. To manage study abroad admissions activity including the Erasmus+ student mobility scheme (incoming and outgoing applications, associated learning agreements and grants, annual report, and the budget). To ensure all financial records, including those related to staff mobility, are up to date for annual inspection and regular audit.
 7. To manage and monitor external policy developments, including legislative amendments, relating to admissions, and initiate and lead on the development of internal regulation, policy and procedures to ensure the School meets statutory requirements and follows HE sector best practice.
 8. To advise staff, applicants and students on internal regulation, policy and procedures relating to admissions and enrolment.
 9. (a) To be the School's lead link officer with the UK Visa and Immigration Service (UKVI) including responsibility for the School's sponsor status, the issuing of Confirmation of Acceptance for Studies (CAS) numbers, the monitoring of visa students (including attendance monitoring procedures), and the provision of visa advice and guidance to the student body.

(b) To be the School's link officer with Transport for London and the UKVI, and to oversee the Student Funding Officer in their role as link officer with the American Student Loan Company.

(c) To oversee the Student Funding Officer's role as the School's link officer for student mobility within the Erasmus scheme.
 10. To represent the School at external consultation events relating to HE admissions and to form networks with other admissions practitioners in the higher education sector.



11. To liaise with the Assistant Registrar (Student database support) and the Student Data & Information Manager:
 - (a) ensuring that sufficient, appropriate and robust data is collected for statutory purposes, *and*
 - (b) providing input into the development of admissions-related SITS processes.
12. To produce regular management statistical reports for the Senior Management Team and the Board of Governors on admissions and enrolment against targets, and to analyse and interpret complex data sets in respect of competitor activity and equality strand monitoring.
13. To oversee and assist with general registry functions, including but not limited to, the administration and data management associated with transfers, withdrawals, and intermission, enrolment, student status letters, Registry email account, Travelcard and rail card schemes, graduation, sharing the cover for key registry tasks in the absence of a colleague.
14. The role holder will carry out all duties to a professional standard taking into account the need to maintain academic standards and the School's reputation and meet all legal requirements.
15. The role holder will actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
16. The role holder will actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. The role holder will undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title	Assistant Registrar (Admissions & Enrolment)
Department	Registry, Student Experience Directorate
Grade & Level	Grade: E Level: 3
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Substantial and significant experience of higher education admissions in a professional admissions role (A, I)
- Detailed knowledge and experience of Tier 4 visa regulations, student fee assessment and overseas qualification equivalencies (A, I, T)
- Educated to degree level with relevant professional training (A, I)
- Extremely competent IT skills in Microsoft word, excel and outlook (A, T)
- Understanding of student finance arrangements in the UK and finance options for overseas students (A, I, T)
- Understanding of Access Agreement milestones and their relationship to widening participation recruitment activities (I)
- Very skilled at using a Higher Education student database (preferably SITS) (A, I)
- Excellent numerical and analytical skills including producing, understanding and interpreting graphs, data tables and other numerical expressions (T)
- Excellent oral and written communication skills (A, I)
- Able to work as part of a multi-skilled team (A, I)
- Experience of leading, influencing and managing change (A, I)
- Experience of leading and managing staff (A, I)
- To develop and sustain relationships with Guildhall School colleagues, clients and students with a clear customer service ethos (A, I)
- Able to complete detailed tasks with a high level of interruption (A, I)
- Able to multi-task with a high level of accuracy (A, I)
- Effective information and communication skills (including gathering, evaluating and synthesising) (A, I)
- Able to prioritise and manage own workload (A, I)
- Able to be logical and able to apply an innovative approach to problem solving (A, I)
- Self-motivated, self-starter with a calm and professional approach (A, I)
- Efficient, organised and able to meet deadlines (A, I)



Other Relevant Information eg working hours or desirables (only if applicable)

Given the customer-service orientation of the role and the department, the role holder will be required to work normal office working hours on site.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £39,680 - £44,960 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis

Hours of Work

Normal hours of work are 9:30am – 5:30pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.