

Job Description

Registry Administrator: Admissions & International (0.8)

Details of employment

<i>Duration of post</i>	Permanent appointment
<i>Probation</i>	Six Months
<i>Appraisal</i>	Annually, with a six-monthly review
<i>Notice</i>	Three Months
<i>Line Managed by</i>	Senior Administrator
<i>Line Managing</i>	N/A
<i>Key relationships</i>	<ul style="list-style-type: none"> • Head of Academic Affairs & Quality • Registry Administrator: Admissions & Quality • Heads of Department • Senior Administrator • Office Administrator • Principal
<i>FTE</i>	0.8 (equivalent to 4 days per week)
<i>Place of work</i>	The usual place of work will be at the Art School, 118-124 Kennington Park Road, SE11 4DJ
<i>Working hours</i>	Four days within the normal working week that runs from Monday to Friday, to be agreed with the line manager.
<i>Working week</i>	Eight hours within the normal working day that runs from 08:30 to 18:30, to be agreed with the line manager.
<i>Key references</i>	<ul style="list-style-type: none"> • Governance Handbook • Quality Handbook • Art School Regulations, Policies & Procedures • Art School website • HESA • UKVI guidelines

1 Main Purposes of the Role

- 1.1 The *Registry Administrator: Admissions & International*, in collaboration with the *Registry Administrator: Admissions & Quality*, is responsible for all aspects of the administration of applications and admissions, including short-courses and study abroad.
- 1.2 As primary contacts for all applicants, the RAs have a significant responsibility for ensuring that communication and service reflect and communicate the Art School's values.
- 1.3 The *Registry Administrator: Admissions & International*, is also responsible for assisting International students and manages the Art School's compliance with UK Visa & Immigration (UKVI) expectations.
- 1.4 The *Registry Administrator: Admissions & International* contributes to the Art School's annual submissions to HESA

2 Main Duties & Responsibilities of the Role

The main duties and responsibilities that are the normal expectations associated with the post are:

Applications & enrolment

- 1.1 Relevant to the recruitment cycle, ensure the accuracy of admissions information wherever it may be used: publicity, handbooks, website, etc;
 - 2.1 Maintain, and execute the responsibilities of the role in line with, a thorough understanding of the regulatory context of the role;
 - 2.2 Deliver all aspects of the role with due regard to the Art School's regulations, policies and procedures;
 - 2.3 Ensure application and enrolment processes, especially interviews, are coordinated and delivered to the benefit of every individual;
 - 2.4 Maintain timely and effective communication between the Art School and applicants throughout the admissions process, from initial enquiry through to interview and potential enrolment;
 - 2.5 Ensure the quality of data records and the maintenance of accurate contemporaneous datasets both up to and following enrolment, with due regard to GDPR and with knowledge of HESA expectations;
 - 2.6 Update HESA records accurately in co-ordination with colleagues;
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- 2.7 Work as a key member of a two-person team, within Professional Services, ensuring that communications within the team, across Professional Services and with Heads of Department and their Admissions Tutors are effective and timely;
 - 2.8 Maintain an understanding of, and communicate as appropriate and when necessary, the up-to-date status of applications and enrolments.

International

- 2.9 Maintain a working understanding of the immigration needs of International students and the statutory requirements of the UKVI;
- 2.10 Provide advice and guidance, on visa, immigration and compliance issues, to international students, as they arise;
- 2.11 Manage the processes devolved by UK Visa & Immigration, assisting International students with their applications through, where appropriate, the issue of Confirmation of Acceptance of Study (CAS);
- 2.12 Ensure the quality of data records and the maintenance of accurate contemporaneous datasets on International students, are sufficient to satisfy the UK Visa & Immigration compliance regulations.
- 2.13 Administer the Study Abroad scheme, maintaining communications with applicants and ensuring that all necessary documentation is completed and Heads of Department are kept informed of progress.

General Administration

- 2.14 Act as Clerk – including liaison with the Chair, any external members, booking rooms and recording a minute of the meeting – to committees assigned by the line manager;
- 2.15 Ensure the maintenance of ‘gold-standard’ information on the Art School Shared-Drive;
- 2.16 Undertake health and safety duties and responsibilities appropriate to the role;
- 2.17 From time-to-time undertake other duties of a reasonable nature as may be determined, in consultation, by the post-holder’s line manager;

Miscellaneous

- 2.18 Participate in the Individual Performance Review Process and engage in staff development and training activities in relation to the priorities set by the Art School and the line manager;
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- 2.19 It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it;
- 2.20 To promote and maintain a positive profile for the Art School through their professional conduct and liaison with people external to the Art School and through their involvement in any public facing events.

Review

This is a description of the job as it is constituted on 21/0219. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, and to incorporate proposed reasonable changes following negotiation with the post-holder.
