

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

**Closing date for receipt of applications:** Friday 7 February 2025 at 12 noon

## Registry

### Registry Administration Assistant

22.5 hours per week, permanent position to commence as soon as possible

**Post No.:** RS24/25/234

**Salary:** harmonised pay scale 9-11 (£22,670.88 - £22,987.95)

**Responsible to:** Director of Planning & Data Management

**Supervisory responsibility:** No direct supervisory responsibilities

**Responsible for:** Providing an effective and efficient service to support the Registry department

**Objective of the job:** as above

Candidates for the post of **Registry Administration Assistant**, must possess the following qualities:

	Essential	Desirable	Where identified
<b>Qualifications</b>	Level 2 Administration or other relevant Level 2 qualification  Safeguarding Level 1 (to be achieved within 6 weeks)  Level 2 in Literacy (or willing to work towards within 2 years)  Level 2 in Numeracy (or willing to work towards within 2 years)	IT qualification  Level 2 Equality & Diversity	Application Form Certificates
<b>Experience</b>	Minimum of 2 years' recent experience in an office environment  Experience of using ICT systems and data input	Experience of working in an FE/ educational setting  Experience of customer service	Application Form References Interview
<b>Knowledge and skills</b>	Computer literate  Excellent organisational skills  Meticulous attention to detail in administration	Experience of MS Office in particular Excel and Outlook  Understanding the importance of Quality, Equality & Diversity	Interview References

	Essential	Desirable	Where identified
	Ability to provide effective customer service to internal and external customers		
<b>Personal qualities, attitude and behaviours</b>	<p>Calm, reliable and patient.</p> <p>Reassuring and supportive manner.</p> <p>Ability to work independently and use own initiative</p> <p>Flexible and adaptable to changing circumstances</p> <p>Enthusiasm and commitment to ensure tasks are completed to a high standard</p>		Interview

## Section A • Primary Responsibilities

### 1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

### 2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

### 3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

### 4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

### 5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

## 6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

## 7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

## 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Assisting with the input and amendment of data (student, curriculum, timetable, attendance, achievement, employer etc) to the CMIS
- b) Assisting with the checking of data input by other colleagues
- c) Assisting with raising sales invoices for course fees and recording fees received
- d) Assisting with chasing up unmarked registers, dealing with register notes and following up anomalies and assisting Student Finance and other colleagues with register related queries
- e) Assisting with examinations administration ie the entry, registration and certification of candidates; making arrangements for examinations with regards to rooms and invigilators
- f) Invigilating paper based examinations and online tests to awarding body regulations and College procedures, if required.
- g) Dealing with queries from internal and external customers and colleagues including students to provide a quality service
- h) The delivery and collection of internal and external mail for Registry
- i) Assisting with the dispatch of examination results, timetables and certificates
- j) Filing and archiving of Registry documents
- k) Any other duties as requested by the Director of Planning and Data Management that are commensurate with the post.



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## Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: January 2025**