

<b><u>POSITION</u></b>	Registry and Admissions Manager
<b><u>REPORTS TO</u></b>	Director of Finance & Operations
<b><u>MANAGES</u></b>	Registry and Admissions Administrator

**Job Purpose**

To oversee the operational and administrative running of Central's Higher Education degree programmes (FD, BA and MA), with a focus on admissions and registry.

**Key Accountabilities****Admissions**

- To oversee and manage Central's admissions processes; including open days, applications, auditions and interviews into the higher education courses, including undergraduate and postgraduate courses
- In liaison with the Marketing and Social Media Officer, prepare and organise key documentation and schedules ahead of applications opening
- Assisting Director of Higher Education and Director of Operations and Finances to update, policies relating to the school's admissions process
- Liaising with Artistic Director, organise and book required staff for open and audition days
- Key contact for all applications and enquiries, supported by Registry and Admissions Administrator
- To assist Head of Widening Participation and Access in ensuring admissions procedures are available to call and to support the implementation of the Assisted Application Scheme
- To assist Head of Studies to ensure applicants' meet entry requirements
- To create and distribute offer letters to successful applicants and communicate audition outcomes to unsuccessful applicants
- Liaising with Director of Operations and Finance, assess applicants' tuition fee status and liability
- To assist the Finance Department in ensuring that students are promptly and accurately invoiced for tuition and other fees, and ensure that timely action is taken to follow up on outstanding amounts, with sole responsibility for liaison with Student Finance
- Provide regular admissions updates to Executive and Senior Management teams

**UK Visa and Immigration**

- Liaising with the Marketing and Social Media Officer, to provide up to date information and guidance regarding the Student Visa to applicants, referring to the government website
- To assist and support international students with their visa applications
- To ensure international students have met the requirements of the Student Visa and the course, including but not limited to, the required level of English language
- Collate and ensure student records are updated with relevant documentation and evidence of their Student Visa including but not limited to; passport, assigned CAS, evidence of travel, visa / vignette, and Biometric Residence Permits (BRP)
- Create and assign Confirmation and Acceptance of Studies (CAS) for relevant international students
- Support the Director of Operations and Finance to ensure ongoing compliance with UKVI (UK Visas and Immigration) regulations and requirements to ensure retention of the School's Student Visa Sponsor status
- To ensure all students with a Student Visa successfully complete the school's Student Visa Induction, Enrolment and Registration process
- Ensure any changes in circumstances are reported timely and accurately to UKVI, in line with the Student Visa Sponsor guidance

**Enrolment**

- To oversee all students' enrolment with Central School of Ballet and the University of Kent, assisted by the Registry and Admissions
- Create and update relevant documentation including but not limited to; data registration form, enrolment form, uniform list, AXA paperwork
- Liaising with Registry and Admissions Administrator, ensure enrolment documents are stored accurately and securely within student files, in line with Data Protection regulations
- To support the administration of student course entry requirements
- To administer and monitor the student private health insurance scheme and ensure that changes to insured persons are monitored effectively and on a timely basis
- Ensure all students attend an enrolment meeting at the start of the academic year and have successfully completed all required tasks as part of the enrolment process

**Operational oversight of Higher Education Courses**

- To agree the contractual hours of the contracted pianists in liaison with the Director of Finance & Operations
- Oversee and manage the school's Attendance Monitoring process; supporting the Registry and Admissions Administrator to ensure accurate and detailed attendance data is recorded for all students
- To ensure any attendance monitoring which has an impact on UKVI visa conditions is reported to the Director of Finance and Operations
- Lead Attendance and Engagement Monitoring meetings each half term, ensuring staff have necessary and relevant information and collating action points following meetings
- Provide termly reports to all higher education students regarding their attendance
- To ensure effective communication with the Senior Management Team and other staff in all day to day matters relating to higher education courses
- To attend Senior Management Team meetings
- To provide operational line management to the Registry and Admissions Administrator , contracted pianists, freelance musicians and Central's English as a Foreign Language (EFL) tutor
- To schedule and assist artistic staff meetings
- To minute other meetings/interviews as requested
- To be a point of contact for Higher Education Student Policies, and to provide administrative support when a student policy procedure is implemented, ensuring the updated Student Policies are made accessible to the students via the school website
- To contribute, in liaison with the Head of Studies and / or Learning Development Manager to the annual review of the Student Handbook
- To provide administration of marks entry to University of Kent (Kent Vision) at the end of each academic year, liaising closely with the Head of Studies
- Manage administration of any changes in student status e.g intermitting or withdrawals
- Ensure any students intermitting or withdrawing are aware of their fee liability and relevant bodies / staff (University of Kent, OfS and Student Finance) are notified of changes
- Keep accurate and up to date records of student status and their key characteristics

**Data**

- To administer Central's Student Finance system and ensure the accurate processing of student attendance and registration through the HE Services Portal and Bursaries Administration Service to ensure the timely release of tuition fee instalments from SLC/SAAS
- To assist the Data Manager with the collation of student data and registration records to comply with the school's reporting requirements to the Office for Students (OfS) and University of Kent
- To ensure the accurate recording of appropriate student data and assist the Data Manager and Director of Finance & Operations to comply with the school's reporting requirements for HESES, HESA, Graduate Outcomes and other returns
- Liaising with the Learning Development Manager to manage and coordinate the promotion and completion The National Student Survey (NSS) and the Graduate Destinations survey

**Student Support**

- To advise and arrange support for students as appropriate/directed in liaison with the Student Support staff on pastoral and welfare matters, e.g. accommodation, GP, registration, financial support or bursaries
- To administer Central's student financial support/bursaries/fee waivers and maintain appropriate control systems and attend bursary panel meetings

#### **Quality Assurance**

- Administrative support and input for Quality Assurance (APEL, Registration, withdrawals)

#### **Alumni relations**

- To liaise with the University of Kent and graduates over the Graduation Ceremony
- To maintain contact with alumni gathering regular updates on their careers post-graduation.

#### **Other**

- To undertake other administrative tasks as required

#### **General**

- To support Central School of Ballet's commitment to addressing the barriers and inequality that some individuals and communities in our society face
- To adhere to School policies, procedures and guidelines
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- To assist, support and attend events/performances when necessary and as requested
- To contribute to the operating values and ethos of the School as determined in its mission statement
- To exercise discretion/confidentiality on student, business, personnel and financial matters both internally and externally, particularly with regard to the press/media and potential competitors

#### **Person Specification**

##### **Essential**

- Educated to degree level or equivalent
- Excellent communication and interpersonal skills
- Excellent administrative skills and experience, preferably two years' experience in a senior administrative post with some management experience.
- Knowledge of sources of student finance
- Excellent IT skills – Word, Excel and database software
- Ability to effectively manage workload
- Attention to detail
- Ability to problem solve
- Good organisational skills
- Numerate
- Good written and spoken English
- Thorough and conscientious
- Awareness of current policy and issues within the sector
- A commitment to working to the principles of equity, diversity and inclusion

##### **Desirable**

- Experience gained within a school or higher education environment
- Widening Access and Participation experience
- Knowledge of dance/ballet/performing arts
- Knowledge of UKVI Student Visa requirements and processes

**Terms and Conditions**

- In line with School policy, this post requires a DBS enhanced disclosure
- Normal Working Hours: 37.5 hours per week, generally 9.00am – 5.30pm (within which a 1 hour lunch break should be taken)
- The post holder will be expected to occasionally attend performances and events outside normal working hours for which time in lieu will be given (the School does not normally pay overtime)
- Additional open days / auditions in London, are held on approximately 6 Saturdays and/or Sundays throughout the academic year for which time in lieu will be given
- Notice period: three months
- Access to a workplace pension scheme with BC & E (People's Pension) and enrolment with employer contributions at currently 3% of salary (subject to eligibility criteria)
- Annual leave: 20 days per annum rising to 25 days after 2 years of service, English Bank & Public Holidays, 3 days between Christmas and New Year (non-contractual and at the discretion of the Director)

*The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is in no way an exhaustive list of responsibilities of the role and in any event, the duties and requirements of this role may change from time to time as required by the School and/or Director.*

CB/MO July 24