



MOORLANDS COLLEGE

Job Description

Job title:	Admissions and Registry Assistant
Reporting to:	Admissions and Registry Manager
Staff reporting:	None
Based:	Sopley, Christchurch, Dorset
Hours:	30 hours per week
Purpose:	Support the Admissions and Registry Manager in the management of Admissions processes and of student records
Key duties will include:	<ul style="list-style-type: none">• Handle enquiries from potential applicants• Administer and support admissions processes including; recording stages in the database, liaising with applicants and referees, arranging interviews and assisting with interviews• Administer enrolment and registration processes for HE and non-HE students• Assist in the maintenance of data integrity in the student record system, including integrity relating to GDPR compliance• Supply certificates for Moorlands courses• Assist SLS students with their relocation requirements• Support the work of the Admissions and Registry Manager in various ways• Provide support to the Academic Manager when required• Provide administrative support to Course Leaders for certain pre-agreed tasks• Undertake CPD for the role• Share in the life and the mission of the College
January 2020	

Person Specification

Admissions and Registry Assistant	Essential (E) Desirable (D)
<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level 	D
<p>Experience</p> <ul style="list-style-type: none"> • Experience in use of databases, or other software packages, beyond Microsoft Office • Experience in data entry • Experience in working with customers or clients in a service-oriented role • Experience in working within procedural systems 	D E E D
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • IT skills in a range of software • Understanding of Christian training • Ability to perform multiple and diverse tasks • Ability to plan and deliver work within agreed timescales 	E D E E
<p>Personal qualities</p> <ul style="list-style-type: none"> • There is a Genuine Occupational Requirement for this post-holder to be a Christian, to be in complete agreement with Moorlands College's Statement of Faith, and to be comfortable in helping to ensure the College's evangelical theological ethos is accurately and sensitively represented. • Attention to detail • Conscientious • Ability to work with students and potential students, with an attitude of service • Friendly, approachable • Discerning • Ability to work as part of a team and independantly. 	E E E E E E