

Job Title: Head of Registry	Salary: £32,000.00 to £38,000.00 pa
Accountable to: Academic Registrar	Department: Professional Services
Direct Reports: Registry Coordinator	Location: Wandsworth and Wigan
Key Responsibilities:	
<ul style="list-style-type: none"> • To lead, strategically manage and develop ALRA's admission and audition system • To be responsible for the accuracy, transparency and equity of the admission process • To be responsible for the submission of ALRA's Student Record (AP) to HESA and other relevant HESA returns • To ensure the admission processes are fully compliant with regulatory requirements, including HESA, QAA and UKVI • To ensure the Student Record Systems are accurate and fit for purpose Responsible for the management of student visas in conjunction with the Registry and Compliance Coordinator • To develop systems to achieve the student recruitment and widening participation targets set by Senior Leadership • To work with the Director of Culture and Creativity to develop an outreach programme in line with ALRA's approach to Equality, Diversity and Inclusion targets • To oversee the relevant documentation and contracts sent to new students and to prepare induction materials as required • To oversee a comprehensive enquiries database/records system from initial application through to offer and acceptance and registration with validating organisations • To undertake analysis of applications and supply admissions/retention report including diversity and comparative applications statistics • To oversee the effective management the DaDA scholarship & bursary processes for new and existing students and support the Registry and Compliance Coordinator in achieving ALRA's legal requirements under this scheme • To work with our 3rd party software developers to continue to refine our bespoke auditions administration system 	

Other:

- Attend meetings and line manage as per the governance structure
- To represent the school at a range of external events to help build relationships.
These may be during the evening/ at weekends
- Occasional travel between sites
- Other duties as may reasonably be required from time to time

The above responsibilities describe the present requirements of the role and are subject to change in the light of ALRA's ongoing development. They may be varied or added to following consultation between the Board of Trustees and the Principal.

Head of Registry Person Specification

Requirement

How assessed

Qualifications

- a. Undergraduate degree or similar professional experience (Essential)
- b. Evidence of continuing professional development (Desirable)
- c. Membership of a professional body (e.g. AUA etc.) (Desirable)

Application form and certificates

Experience

- a. Experience of the management of student administrative and regulatory systems in education settings (Essential)
- b. Experience operating and maintaining a student records database (Essential)
- c. Experience of submitting (or being involved in submitting) a HESA Student Alternative record or Student Record (Desirable)
- d. Experience of managing the EFSA's Dance and Drama Award Scheme (Desirable)

Personal statement, interview, assessment process, references.

<p>e. Experience of developing and implementing HE regulations, policies and procedures (Desirable)</p> <p>f. Experience of managing auditions and interviews as part of an admission process (Desirable)</p>	
Skills and Attributes	
<p>a. Ability to analyse data effectively and communicate ideas clearly and persuasively, explaining complicated matters simply, tailoring delivery methods/media; and the ability to present compelling arguments (Essential)</p> <p>b. Outstanding customer focus and high standards (Essential)</p> <p>c. Ability to plan for and effectively manage change (Desirable)</p>	<p>Application form, personal statement, interview, presentation</p>
Knowledge and Understanding	
<p>a. Knowledge and understanding of HESA and OfS data accuracy requirements (Essential)</p> <p>b. Knowledge and understanding of UK HE Visa and immigration laws and processes (Essential)</p> <p>c. Knowledge of relevant legislation (e.g. General Data Protection Regulation, Equality Act,) (Desirable) requirements of the Office for Students (Essential)</p> <p>d. Ability to lead successful college-wide initiatives, developing innovative approaches to learning, teaching, inclusivity, equality, diversity, mentoring and guidance (Essential)</p>	<p>Application form, interview, references, assessment process, presentation</p>