

JOB DESCRIPTION

Title of Post: Registrar

Reporting To: Executive Director

Salary Range: £45,000 - £50,000 per annum (dependent on experience)

Contract: Permanent, full-time contract (0.8 contract may be considered)

Working Pattern: 5 days (40 hours) per week, predominantly Monday to Friday, with some weekend working for auditions

The School is open from 8am to 6pm and daily working hours will be scheduled within these times. Occasional evening and weekend work will be required and arranged in advance.

Place of work: The School's premises are Carlyle Building, Hortensia Road, London, SW10 0QS with some remote working to be agreed.

Contract Terms: The holiday entitlement is 28 days plus bank holidays.

The School operates an auto enrolment Pension Scheme in which the School contributes 5% and the employee contributes a minimum of 5%.

This role is subject to a probation period of 6 months.

Key Working Relationships: Head of Studies, Executive Director, Artistic Director, General Manager, Head of Healthcare, Finance Manager, Head of Wellbeing and Safeguarding, Course Administrator and the Artistic team.

Main purpose of the job: To Lead on all registry and enrolment of Senior School Students and be the central point of contact for students and their parents/guardians on matters relating to their progress. To offer support and guidance on all matters of student administration, including internal ENBS systems and processes, in addition to oversight of the School's relationships with regulators and professional bodies such as Ofsted, DfE, Student Finance, QAA, and OfS. To implement the Quality Assurance cycle alongside the Head of Studies and work closely with the Executive Director on course modelling.

Safeguarding Duties and Responsibilities: The School is committed to safeguarding and promoting the wellbeing of all students, all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues, and agencies appropriately.

English National Ballet School

- Key Responsibilities:**
- Lead on all user-related aspects of student records systems and processes, ensuring integrity of data and information, tactical use of student data to support the School's performance, and conformity with all legal requirements relating to GDPR, freedom of information and compliance matters.
 - Develop the use of information systems for holding student data.
 - In conjunction with the Executive Director and Head of Studies oversee the School's relationship with Ofsted, DfE, CDMT and other professional bodies to ensure alignment, compliance, and benefit realisation of these relationships.
 - Ensure the School complies with the relevant legislation regarding all its matters of vocational and academic administration processes and procedures.
 - Oversee UKVI arrangements for students, responsibility for all administrative tasks related to applying and processing student visas (CAS) with support from the Course Administrator
 - Through the admissions process promote and develop equality, diversity, and inclusion, helping to create a culture that embraces and enables inclusivity, change and innovation.
 - Oversee Quality Assurance and Planning cycles liaising with all staff as appropriate to ensure smooth delivery and effectiveness of these cycles.
 - Line Manage the Course Administrator who also reports to the Head of Studies

- Finance:**
- Together with the Finance Manager complete the administration related to Dance and Drama Awards compliance.
 - Together with the Executive Director, Artistic Director and Head of Development complete the administration related to student scholarships, bursaries and hardship fund assessments.

- Application/Information:**
- Act as the first point of contact for the Senior School providing information for prospective students and parents on all aspects of the course.
 - Ensure all application and audition information packs are current and fit for purpose in consultation with the Head of Studies and with support from the Course Administrator
 - Management of the applications databases.
 - Lead on the annual spring term Open Days, ensuring the School is promoted effectively to potential students and their parents/guardians.

- Auditions:**
- Lead on Audition process for the School and ensure correct paperwork and planning is completed with support from the Course Administrator.
 - Ensure that the School's Auditions Procedures adhere to CDMT's *The Code of Practice for Auditions and Interviews*.
 - Oversee Senior School auditions with support from the Course Administrator, ensuring they are effectively run and appropriate paperwork for audition panels has been provided.

English National Ballet School

- Liaise with the Artistic Director on offers to be made.
- Send correspondence regards audition results (successful and unsuccessful candidates).
- Request and process subsequent information and documents from applicants holding offers of a place, in preparation for enrolment.
- Manage the applications database, draft letters and send out results to successful and unsuccessful candidates using mail merge.

New students:

- Oversee the registration and enrolment of new students.
- Assist the Course Administrator and Wellbeing and Pastoral Practitioner in organising and running Induction week activities.
- To have oversight of additional support needed for international students and work closely with the Head of Wellbeing and Safeguarding to ensure appropriate support plans are in place.
- Manage waiting lists for the Senior School, working closely with the Artistic Director.

Monitoring progress and ongoing student support:

- Ensure the Schools systems and process' are up to date and that the MIS system is effectively managed and utilised.
- Manage the ongoing registration of all existing students.
- Send reports and grade transcripts to parents biannually, and ensure student records of attainment, grade transcripts and progression are effectively maintained by the Course Administrator.
- Work with relevant staff to uphold formal procedures in misconduct and complaint.
- Ensure individual student records and the ongoing registration of existing students are kept up to date with support from the Course Administrator

Future Planning:

- ENBS are looking to move to a degree programme, this role will have responsibility for supporting the Head of Studies with this and liaising with Office for Students as necessary.
- To develop bespoke systems and process' for the School focussed on widening participation and student support.
- With the Executive Director develop and produce course modelling documents and spreadsheets to aid forward and financial planning.

General:

- Uphold the policies and procedures of the School and contribute to joint team responsibilities.
- Work towards and promote the aims and values of the School at all times.
- Promote equality, diversity, and inclusion across all work.
- Abide by the joint team responsibilities as outlined in the Staff Handbook.
- Manage, attend, and assist with School events where appropriate.

PERSON SPECIFICATION FOR REGISTRAR

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

Essential Skills, Experience and Knowledge:

- Knowledge of internal and external regulation and compliance at FE and HE level, and best practice relating to academic administration, student services and data processing.
- Experience of working with administrative systems and databases, specifically within an admissions role.
- Experience of working in the education sector and with young people.
- Effective team player with the experience and skills to work with senior management and artistic staff.
- A proven ability to develop professional relationships with students, their parents, guardians and/or carers and members of the public.
- Ability to manage different projects concurrently.
- Excellent interpersonal and communication skills.
- Excellent IT skills including Microsoft Office (Excel, Access, Word and Outlook).
- Ability to prioritise workload with excellent time management skills.
- Ability to work and to solve problems independently and proactively with initiative and an eye for detail.
- Ability to produce work to a consistently high standard, working well under pressure, prioritise workflow independently and show initiative.
- Tactful and diplomatic in approach and able to deal with confidential matters with complete discretion.

Desirable Skills, Experience and Knowledge:

- Experience of working in an arts/dance organisation.
- Experience of the Ofsted inspection process.
- Experience of Office for Students
- Experience of iSAMS MIS

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. The list of responsibilities is not exhaustive, and the employee may be required to perform other duties as operationally required and at the discretion of their Line Manager.