

# Admissions and Registry Manager (Maternity Cover) at the National Centre for Circus Arts

## Job Description

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<b>Job Title:</b>	<b>Admissions and Registry Manager (Maternity Cover)</b>
<b>Reports to:</b>	<b>Head of Academic Administration &amp; Student Support</b>
<b>Member of:</b>	<b>Higher Education Department</b>
<b>Salary:</b>	<b>£30,000 per annum</b>
<b>Holiday Entitlement:</b>	<b>30 days holiday per annum (pro rata)</b> inclusive of the eight statutory bank holiday and rising 1 day per annum up to a maximum of 35 days.
<b>Hours:</b>	<b>35 hours per week.</b> Including Flexible Working. (1 Year Fixed Term Maternity Cover)

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### Profile:

The National Centre for Circus Arts is a world-class educational & professional national training centre for circus arts. Based in a redeveloped Victorian power station in Hoxton, London, N1, we run a degree in circus arts; offer practice facilities, rehearsal and show-devising space to professional performers; offer a wide range of classes for adults and children in the evenings and at weekends and produce public and internal productions. The building is also home to 11 Creative Business Units in the purpose built offices in the Energy Centre.

### The Post:

The Admissions and Registry Manager will work closely with the Head of Academic Administration and Student support, degree administration and delivery staff as well as the broader Professional Development strand of the organisation. They will manage administrative aspects of the student journey from application through to Graduation while striving to remove barriers for prospective applicants. They must ensure all policies and processes are in line with Office for Students and QAA guidance.

### Principal Responsibilities

- To manage all aspects of admissions to the Higher Education Programme in line with the National Centre for Circus Arts admissions policy, from first point of contact to registration. Including regular reviews and adaptation of the Admissions Processes.
- To manage open days/visits/tours and the creation and relevance of the digital prospectus. Work with degree staff and the marketing department in promoting recruitment and widening participation.
- Responding to enquiries regarding courses of study offered and their entry requirements.
- Accurately record and collate statistical information regarding admissions, registry and graduate outcomes for internal and external reporting such as HESES and HESA (Data Futures) returns in collaboration with the HE Records Officer.
- Curating and scheduling an induction program for all students at the beginning of each new academic year.
- Management of graduation ceremonies and its budget in collaboration with Student Reps.
- To work on the creation and implementation of Widening Access and Success Strategies within Higher Education.

## **Other Duties**

- Management of library resources in collaboration with the Student Support Manager.
- To support the maintenance and proper use of the VLE (TEAMS).
- Understand safeguarding, how it applies to HE settings and what actions should be taken if you suspect any safeguarding issues. Including attending Mental Health First Aid Training.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.
- Such other duties (commensurate with the role) that may from time to time be reasonably required.

## **Person Specification**

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### **Essential Skills**

- Excellent computer skills and an ability to use IT tools, particularly Word, Excel and e-mail.
- Excellent inter-personal and communication skills.
- Excellent organisational and time management skills.
- Experience in working positively and collaboratively in a small and busy team.
- An open attitude to new ways of working and adapting skills to new uses.
- Ability to be flexible and adaptable in a professional context.
- Strength of character, openness and perspective.

### **Desirable**

- Knowledge of HE procedures and a basic understanding of the delivery of formal education courses.
- Experience of IT tools such as Celcat Timetabling Software.
- An interest in circus performance and its trends.
- A working knowledge of Health and Safety issues.
- Qualified first-aider in the workplace or willingness to train.