

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title: **Registry Officer - MIS**

Job Purpose: **The effective management of accurate data for student records**

Accountability to: **Data Manager**

Responsible for: **No staff**

Key Responsibilities and Key Tasks:

- 1. To ensure that student records are effectively maintained from initial application through enrolment, on-programme, completion and leaving**
 - a. Input data accurately.
 - b. Obtain missing enrolment data.
 - c. Provide simple data reports for internal and external use.
 - d. Maintain effective electronic filing systems.
 - e. Assist staff and students in making appropriate changes and completing the relevant processes.
 - f. Answer queries relating to the management information system (MIS).
 - g. Contribute to the development of management information systems for the collection of student data.
- 2. MIS duties and ILR data checking**
 - a. Create unique learner numbers (ULN's) and resolve queries for all new learners.
 - b. Ensure that all new learners previous GCSE English and Maths grades are recorded accurately and learners are enrolled on to the appropriate English and Maths courses.
 - c. With support from the Registry team, generate, resolve errors, and submit an accurate individualised learner record (ILR) file to the Department for Education (DfE).
 - d. With support from the Registry team, review and resolve validation and exception reports.
 - d. Create ad hoc reports, using MS Access or SQL, for college staff upon request.
 - e. Manage the college course file and make changes where appropriate
- 3. Any other duties**
 - a. Undertake any other reasonable tasks, as required.

