

Registry Assistant**Ref: 09-048****Salary circa £16,300 – £17,700 per annum pro rata
Temporary until 30/11/2010**

As Registry Assistant you will be providing efficient, customer focused administration services within the Registry team. Your work will involve the enrolment of students onto training courses, using the College Information System including entering data, assessing and collecting fees and producing ID cards. You will also be required to deal with reception counter duties and other duties pertaining to the role.

You will have a good standard of general education to GCSE level or equivalent with experience of dealing with people at all levels and of all ages and excellent communication skills both written and verbal.

You will have experience in using database systems including information entry, interrogation and in the use of word processing and spreadsheet applications. An enthusiasm for developing work skills in IT and job specific knowledge is also essential to the role.

Applications received by 15th March 2010 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk. A job description and application pack can be obtained from our website: www.colchester.ac.uk.

Vacancy Information

Registry Assistant

Job ref: 09-048

Hours

Full time

Salary

£16,353 - £17,778 per annum pro rata
Scale 3 Points 11-14

Duration

Fixed term until 30/11/2010

Location

Colchester

To apply:

Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by email to jobline@colchester.ac.uk or by post to Jane Hatton, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL. In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

Applications received by 15/03/2010 will receive first consideration. However, applications received after this date may be considered.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College

JOB DESCRIPTION

JOB TITLE: Registry Assistant

RESPONSIBLE TO: Senior Registry Officer

LOCATION: Colchester

SALARY: £16,353 – 17,778 per annum pro rata

PURPOSE STATEMENT:

To provide efficient, customer focused administration services within the Registry team.

MAIN TASKS:

Depending on the specific area of work the main tasks may include any of the following:

1. To process enrolment of students onto training courses, using the College Information System, e.g. entering data, assessing and collecting fees, producing ID cards.
2. To deal with reception counter duties, e.g. enquiries, taking payments, checking student information, bus pass tracking, ordering and distribution.
3. To prepare reports or other information as required.
4. To carry out general office duties, e.g. maintaining specialised stationery stocks.
5. To undertake, co-ordinate or assist with specific tasks allocated by the Senior Registry Officer. These may be regular or "one off", e.g. bus pass administration, withdrawals and transfers, data entry.
6. To develop skills and knowledge relating to the work of Registry including enrolments, to provide cover and support as required to meet changing demands and peak periods.
7. To undertake such duties as may be required by or on behalf of the college provided that they are consistent with the nature of the post.

This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Institute.

01/03/2010

PERSON SPECIFICATION

Registry Assistant

Ref 09-048

	Essential	Desirable
Qualifications/ Training	Good general education to GCSE level	GCSE English & Maths – Grade C or above Formal qualifications in word processing, spreadsheets, databases (Microsoft Office) Formal qualification in Customer Care, or willingness to undertake
Knowledge/ Experience	Experience of dealing with people at all levels and of all ages, both in person, on the telephone and by letter. Experience of dealing with cash or credit payments Experience of administration. Experience in using database systems including information entry and interrogation. Experience in the use of word processing and spreadsheet applications	Some knowledge of the FE/HE sector
Skills/Abilities	Able to work quickly with a high degree of speed and accuracy Excellent numerical skills Good communication skills both verbal and written Excellent customer care skills Aptitude for team work	

	Able to work on own initiative Enthusiasm for developing work skills including IT and job specific knowledge	
Special Requirements	Ability to work additional hours during peak periods.	

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.

01/03/2010