Student Records Manager

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Company: Corndel College London (CCL)

Location: United Kingdom

Category: other-general

Role: Student Records ManagerTeam: Corndel College London (CCL)Package: Pension, Unlimited leave, Flexible workingLocation: Remote workingSalary: Up to £40,000Working Hours: Full or Part-time. Minimum 3 days per week.Corndel College London (CCL) is a new independent higher education institution focused on bringing the worlds of work and education closer together. Founded by the multi-award-winning Corndel Group, one of the country's leading providers of professional education, CCL will deliver degree-level programmes that build upon Corndel's legacy of transformational professional development programmes.Reporting to the Academic Registrar you will be responsible for supporting the initial implementation and on- going maintenance and enhancement of the CCL Student Record system and ensuring that student records are accurate. You will be responsible for data integrity, quality and efficiency, and ensure that processes associated with data management and provision, are student centred and efficient. You will also have responsibility for the provision student facing online systems (excluding the VLE) that interface with the student records system.Ideally you will have experience of working with student records and student record systems (or equivalent) within a higher education environment, but we recognise that the skill set required is not unique to higher education and encourage applicants from all backgrounds.Responsibilities:To support the initial implementation, and manage the ongoing development of, the student records system (SRS).To manage and prioritise the development and maintenance of student-facing systems including enrolment processes, graduation data management, personal detail changes, assessment results communication and extenuating circumstances.To be responsible

for student record data management across a student's lifecycle including Initial data collection and transfer (including from UCAS and to the Corndel Group for EFSA reporting) and change of circumstances.To be responsible for data management that supports statutory and contractual reporting including;-Duplicate matching/removal-Tuition fee allocation (where applicable);-Programme and module creation and maintenance within the SRS.-Programme and module instance creation and management.Supporting the wider registry team to ensure consistent application of regulations and policies as they apply to the individual student profiles.To manage the processing of administrative changes to student records including transfer and withdrawal, and for the presentation of recommendations to, and processing of decisions made by, Assessment Boards including the calculation of results and classifications in line with Regulations.To ensure appropriate business management processes are in place for all aspects of work undertaken by the Student Records team, and that these are reviewed and communicated as appropriate.Advising the Academic Registrar on, and updating of, data structures and coding according to CLL requirements.In conjunction with the designated Group Data Protection Officer ensure compliance with GDP and the Privacy PolicyTo contribute to the leadership and development of the registry function within CCL;To develop and deliver training and development workshops to relevant groups of staff from across the institution on effective use of the SRS and other systems within your remit.Carry out own personal development and CPD updates to meet the requirements of students and CCL.Undertake ad hoc duties as may be required by senior management commensurate with the grade.Person SpecificationCCL is looking for exceptional talent, people who want to make a difference and who are used to working hard to achieve personal success. People who understand the complexities, challenges, satisfaction, and frustrations of being a student and want to support them to succeed.We are searching for people who can demonstrate the following attributes.Experience and Qualifications Educated to Degree level or relevant professional experience.Experience supporting the on-going maintenance and improvement of information systems.Knowledge of academic models and their set up.Project Management experienceExperience supporting the implementation of student record systems.Good knowledge of data collection techniques and best practiceUnderstanding of and experience working with, HESA data futures.Experience supporting HESA returns and resolving queriesExperience leading small and/or multi-disciplinary teams.Experience of using student records systems to effectively support the consideration of student's academic performance

and progress.Good working knowledge of OfS or EFSA regulatory frameworks, or both.SkillsAbility to work as part of a team to deliver projects to defined timescales.Experience developing and presenting statistical analysis.Highly effective communication skills and able to communicate technical information to non-specialist audiences.Highly numerate and organised with strong digital skills.Able to establish own priorities and objectives BehavioursA commitment to supporting widening participation and equality and inclusivityWillingness to travel as required.A commitment to personal professional development and training.As part of our commitment to create an inclusive workplace where all colleagues can be their true selves, excel in their roles and progress in their careers, we recognise the importance of embracing the diversity in the working population and making Corndel a fully accessible employer.As Corndel is a Disability Confident Employer, we make sure that a fair and proportionate number of disabled applicants who meet the minimum criteria for a job will be offered an interview. If you would like to be considered under this scheme, when submitting your application, please select the appropriate option to let us know that you have a disability. Please note this does not mean that all disabled people are entitled to an interview, in some recruitment situations such as peak times, we might need to limit the overall numbers of interviews we offer.If you have a disability that might affect any stage of the recruitment process, please let us know about any help or reasonable adjustments you need before any interview or assessment. We'll work with you to make sure any appropriate support is in place and make the application process a more positive experience.Corndel is committed to safeguarding and safer recruitment practices, and will undertake pre-employment checks on the successful candidate, including Enhanced DBS Disclosure and a Barred List Check.

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