



**WAVERLEY  
ABBAY**

ANCIENT SPARK NEW FIRES

## WELCOME TO WAVERLEY ABBEY

**Hi! Thank you for your interest in becoming a part of the Waverley Abbey team.**

We've got an important job to do; and that's to extend and build the Kingdom of God - **through encounter with him, equipping the Church and changing the world.** Waverley Abbey is a caring, friendly organisation - and so are our people.

Our organisation is run by a bunch of professional, creative, like-minded individuals, working together to change lives. When you come to work for us, it's obviously really important that you have the right skills, knowledge and experience. But it's also vital that you have the right attitude, too. We look to employ people who do the right things, in the right way. This approach to recruitment means Waverley Abbey is a pretty great place to be - and we hope you can join us!

This pack is designed to help you get a feel for what it's like to work with us, find out what we're looking for, explain the recruitment process and help you decide whether you can see yourself as a part of our amazing team.



## THE WAVERLEY ABBEY VALUES AND CULTURE

We may be blowing our own trumpet, but our team really is something special. Our people are gold.

Our people come from all different walks of life, and it's this mix of brilliant personalities, experiences and insights that gives us that warm, open and friendly culture you can feel as soon as you meet us. But however wonderfully different we all are, there are five things we've all got in common - and they are the Waverley Abbey values.

Our values are the key to what makes our culture so unique; they're a reflection of who each of us are and they're embedded in everything we do.

### OUR VALUES

- **Integrity**
- **Compassion**
- **Selflessness**
- **Transformational**
- **Celebration**

**WE EMPLOY AUTHENTIC, SELFLESS,  
COMPASSIONATE, TRANSFORMATIONAL  
AND FUN PEOPLE!**





## **3 TOP TIPS FOR A GREAT APPLICATION...**

### **1. Before you start, check out the person specification**

The person specification highlights the key things we're looking for. The essential criteria are those things which you must have in order to do the job, so it's important that you are able to say 'yes, I've got those' before you invest time and effort in completing your form. Desirable criteria are qualities we believe would be an advantage for you to have.

But don't panic if you don't have them - often, these are areas we would look to develop within the role, so they may simply be ways we can train you up. Of course, if we get lots of applications for the role, we may use the desirable criteria to narrow things down a little.

### **2. Be yourself**

As we mentioned earlier, our values are a really important part of how we recruit. We're looking to find out whether your personality will be a good fit at Waverley Abbey so be honest and be yourself - let your personality shine.

### **3. Tell us all about it**

We often find that applicants will state that they have what it takes to do the job, but don't tell us why in enough detail. Please make sure you tell us why or how you meet the person specification. A good way to make sure you're telling us what we need to know is to have a look at the person specification and note down an example that proves you have the skills, knowledge or experience in each thing on the list. Every time you tell us you have what it takes on your application form, give us one of your examples.



## **GOT ANY QUESTIONS?**

### **Who should I contact if I have any special requirements?**

If you're unable to complete our application form and need some support, and/or you need our documents in an alternative format, for example, large print, please call us.

### **How long will it take for you to decide if I've got an interview?**

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make our decision and contact applicants invited for interview within two weeks of the closing date.

### **Will I be notified if my application is unsuccessful and will I receive feedback?**

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. Due to the volume of applications we receive, we're unable to inform and provide feedback to unsuccessful candidates at the shortlisting stage. If you haven't heard from us by the interview date, unfortunately you won't have been shortlisted for the role.





## **JOB TITLE: REGISTRAR**

### **JOB PURPOSE**

To help manage the registry office and to ensure the team continues to provide excellent service to the college and its stakeholders, as well as effective liaison with and information provision to partner institutions and statutory bodies.

### **Key Tasks**

- Support the Academic Registrar in managing the student journey through their programme of study, including requests for extensions, interruption, withdrawal and other changes including student progression. Responding to all queries by phone, email and face-to-face
- Liaise closely with the Student Finance, Academic Administration, Student Services teams and other functional areas within Waverley Abbey Trust including academic staff, Resources and HR
- Set up and take minutes of all academic meetings

### **University and College Regulations**

- Maintain an understanding of the validating university's and Waverley Abbey College's policies and regulations, and check college and student compliance
- Contribute to university audits and programme validation/revalidation as required

### **Assessments and Progression Boards**

- Assist the Academic Registrar in administering Moodle and maintain accuracy of the marking system and data, including release of grades to students and capture of results into student management system
- Prepare assessment information and associated documents for the External Examiners and assist with producing grade sheets for Assessment and Progression Boards
- Notify students of Assessment Board results and prepare award documents
- Liaise with college staff during graduation periods to ensure all eligible students are included

## **General**

- Onboard students, including registering students with the university
- Ensure that all reports and data produced by the department are accurate and produced in a timely manner
- Attend Waverley Abbey College meetings including Assessment Events such as Open Days and Evenings (maybe weekends), Discovery Days and Graduations
- Closely co-ordinate with student finance staff as needed
- Attend the Mitigation Panel and record outcomes, for relay to students
- Liaise with the Learning Support officer, programme leaders and tutors as required
- To undertake personal continuous professional development activities e.g. membership of relevant professional bodies, conferences, education and training
- Provide general assistance as required by the Academic Registrar and by the developing needs of the college
- Monitor student attendance
- Assist organisation of Graduation ceremonies
- Any other reasonable duties as requested by the postholder's line manager

## **Main Performance Assessment Criteria**

- The effective and efficient performance of tasks and the smooth running of college programmes based on satisfaction surveys, internal and external QA assessments, and other sources of feedback e.g., college management and staff, students, partner institutions
- Compliance with statutory requirements and university standards based on timely submission of fully accurate data returns and no non-compliances
- Effective liaison with other Waverley Abbey Trust teams
- This job description is subject to alteration as the needs of the college change
- Any substantial alterations will be made following consultation with you

## **PERSON SPECIFICATION**

**(E – Essential, D – Desirable)**

### **Education and qualifications**

- Educated to degree level (D)
- Fluent written and spoken English (E)
- Maths-GCSE Grade 5 as a minimum (E)

### **Knowledge**

- Understanding of the Higher Education sector (E)
- Understanding of the student-related academic cycle and administrative processes within Admissions and Registry (E)
- Knowledge of Assessment and Grading systems (E)

### **Experience**

- Using a Student Records database (E)
- Supervising staff (D)
- Working to Higher Education Statistics Agency (HESA) requirements (D)
- Providing student/customer services (E)

### **Professional Skills**

- Proficiency in using Microsoft Office Suite (E)
- Intermediate Excel (E)
- Intermediate Word (E)
- High level of written communication skills to take minutes of meetings, as required (E)
- Excellent communication with internal and external stakeholders (D)
- Accuracy and attention to detail (E)

### **Personal attributes**

- Able to cope with conflicting demands and manage priorities (E)
- Able to use initiative, be proactive and to work independently (E)
- Able to work well in a team, to supervise and motivate team members (E)
- Able to communicate effectively and to be able to explain policies, procedures and regulations to others (E)
- Able to adapt to the changing needs of the department, to contribute to its development and its service to students and staff (E)

### **Alignment with organisational ethos, mission and values**

- Must be in sympathy with the Christian aims and ethos of the College (E)

# MAIN TERMS OF EMPLOYMENT

## **Type of Contract**

Permanent staff contract, full time

## **Salary range**

£30,000 - £33,000 per annum dependent on experience and qualifications

## **Hours of Work**

36.25 hours per week, working Monday to Friday. Normal full-time office hours are from 9.00am to 5.00pm but working time is flexible.

## **Place of work**

Waverley Abbey House, Farnham. An agreed proportion of work may be carried out at home subject to it not conflicting with the demands of the role and you being able to be present in the office when required.

## **Pension and Life Assurance**

After satisfactory completion of the probation period, you will be eligible to join the Group Personal Pension plan. There is a 5% employee's contribution which is matched by the employer for the first year. The employer's contribution rises to 8% after 12 months service.

We also provide for a death-in-service benefit of three times annual salary

## **Annual Holiday**

25 days (plus public holidays) for a whole calendar year

## **Sick pay**

1 month paid at full pay and 1 month at half pay in a rolling 12 month period - on confirmation of appointment (SSP only during the probation period).

## **Notice**

One month's written notice on either side once you have satisfactorily completed a 3 month probation period (one week during probation)





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waverleyabbey.org  
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