

Job Title: Student Records Officer

Department: Registry - Student Records Office, Operations

Location: Liverpool Street, London

Contract: Full time, permanent

Reporting to: Senior Student Records Officer

Role Purpose

The Student Records Officer is responsible for assisting the Deputy Head of Registry (Records & Funding) in assuring the validity of offers of admission, administering the registration of students, reviewing student attendance and progression as well as maintaining students' records from acceptance of offer to conferment of award. The role requires the post holder to assist with the planning and organisation of registration events which will involve face to face interaction with students in order to check matriculation documents. They will also work closely with student advisers, personal tutors and other internal stakeholders to assist in the resolution of student queries.

Key Duties

The Student Records Officer is responsible for:

Validation Pre-Registration

- Auditing the validity of the offers made by the Admissions Department to prospective students;
- Liaising with the Admissions Department on the academic criteria on which offers of admission are based;
- Reporting to the Deputy Head of Registry (Records & Funding) any departure from agreed criteria in the offer of admission.
- Communicating key matriculation requirements to staff and students
- The proactive management of the matriculation process, ensuring all necessary documentation is produced within deadlines to meet the requirements of the programme, Home Office and validating bodies and reporting to the Deputy Head of Registry (Records & Funding) any discrepancies in matriculation information

Accreditation of Prior Learning

- Liaising with Admissions and academic staff to facilitate and lead the processes supporting the accreditation of prior certificated and experiential learning;
- Establishing common criteria for standard approaches to accreditation of prior learning.

The Registration Process

- Assisting in organising the student registration process at University sites and allocating/planning the resources required to facilitate the registration process
- Confirming the identity of each student
- Identifying and outstanding documentation requirements and validating them where possible

Maintaining the student record

- Monitoring and processing changes to the student record from staff, faculty and other departments within the University.
- Maintaining an accurate, central record of information relating to students including personal details, attendance, identification and qualifications documentation, correspondence etc and any changes to registration details.

Attendance and Progress

- The accurate monitoring, management and reporting of interruptions of study, transfers, suspensions and withdrawals
- The monitoring and reporting of student attendance to the relevant Deans of School and Directors of Programmes and external bodies, including the UKBA, BSB, Student Finance England etc
- The re-registering students progressing from one year/section of their course to another
- The monitoring of student module choices and the creation of student groups on the Student Records Database.

Reporting

- Reporting on student data including registration, organisational membership, student cohort make-up, progression etc to Heads of Departments, senior management, HESA, Student Finance England, UKBA, OfS and other professional bodies.
- Creating and developing basic reports, using appropriate end user tools;
- Attendance monitoring
- The development of reports in conjunction with the Management Information Officer

Other duties and responsibilities

- To assist with setting up and maintenance of the new student information system
- Managing programme specific variations to standard processes
- Complying with the GDPR
- Proactively and independently developing a detailed knowledge of BPP's regulatory framework, programmes and courses
- Undertake any other reasonable duties as required commensurate with the grade of the position.

Skills, knowledge, experience required for role:**Essential**

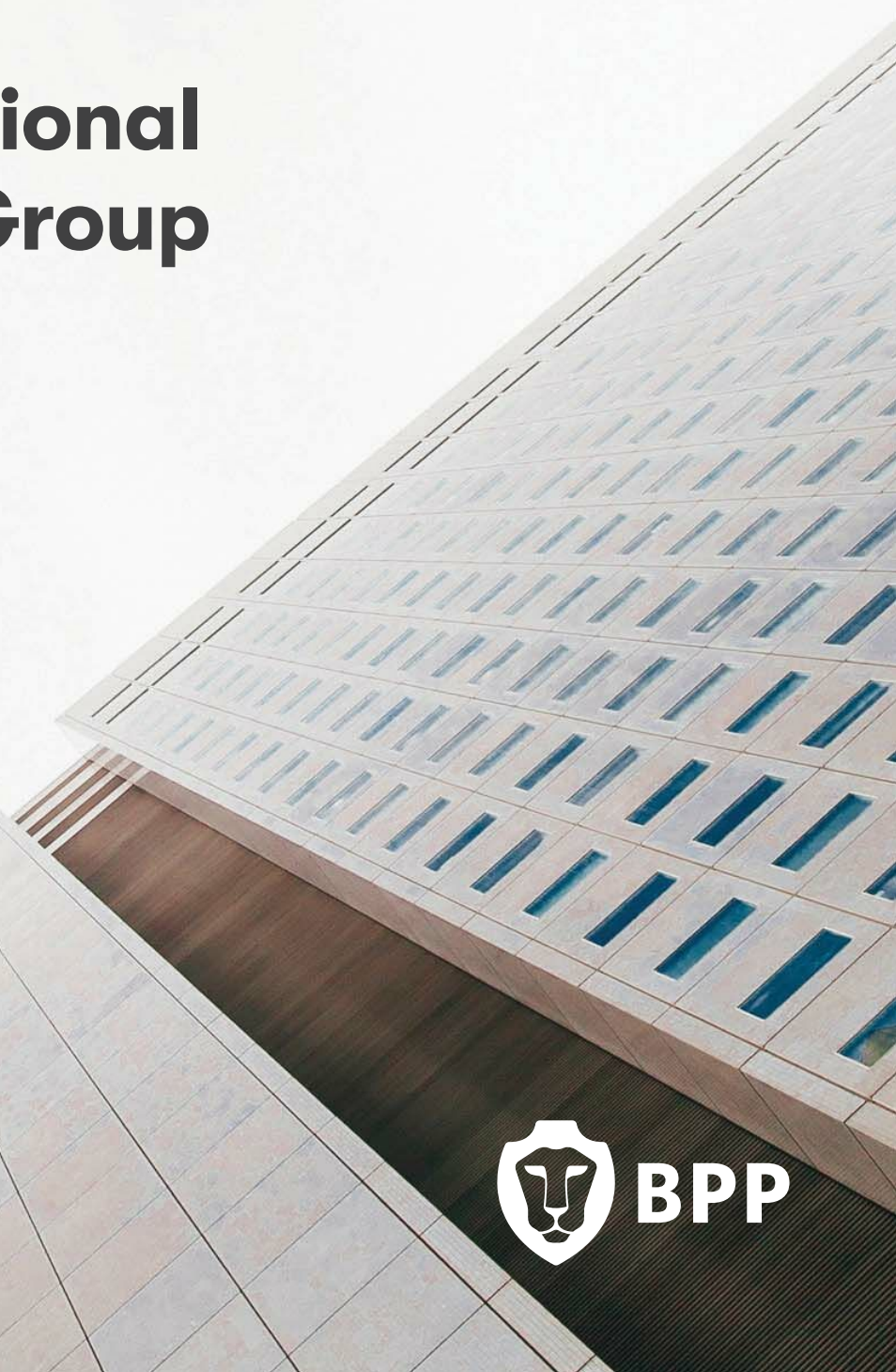
- Knowledge of the Higher Education Sector
- Excellent attention to detail
- Administrative experience, preferably in the education sector
- Advanced knowledge of Microsoft Outlook, Word and Excel
- Problem-solving skills
- Strong organisational skills with the ability to successfully multi-task
- Ability to work effectively under pressure
- Proactive, with the ability to work within a team
- Self-motivated with an ability to thrive under pressure
- Customer-focused with the ability to communicate at all levels with internal and external stakeholders
- Good track record of GDPR compliance

Desirable

- Ideally the candidate will be educated to a degree level – however applications from candidates with appropriate and relevant work experience or other equivalent qualifications will also be considered
- Knowledge of Tier 4 immigration legislation with regards to enrolment and attendance
- Knowledge of Banner or a similar student information system
- Experience of working with a recognised Student Records Database
- Experience of working with/adapting to change



BPP Professional Education Group



Welcome



Today, BPP is both a university for the professions and a professional educator. We concentrate on the law, business and health professions and what we look for in people who come to work for BPP is a passion to be different.

We're already a global company of over 1,500 people, but our ambitious growth targets mean we're always on the lookout for new talent.

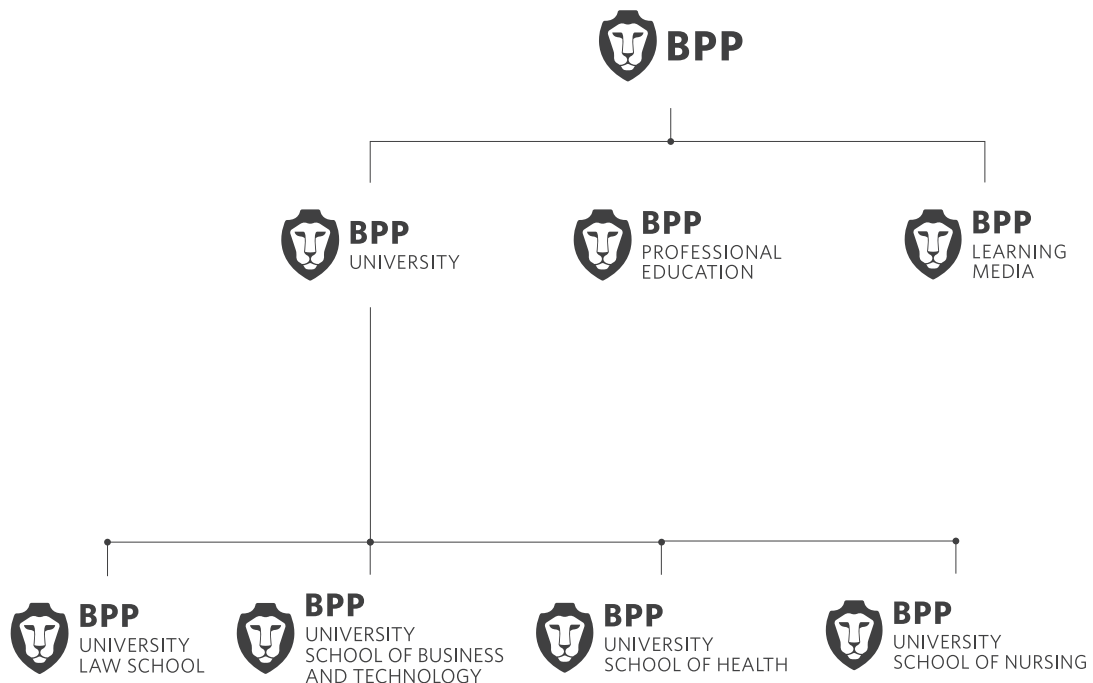
If you share our passionate and innovative approach to education, come and join the BPP team, we'd love to welcome you.



About BPP Professional Education Group

The BPP Professional Education Group, founded by Alan Brierley, Richard Price and Charles Prior (the BPP of our name), is a global education provider delivering world-class professional qualifications. The Group delivers undergraduate and postgraduate degree programmes, apprenticeships and professional qualifications across the UK, internationally and through innovative online learning platforms.

When you work with BPP, you will be part of a business that really believes in supporting your personal and professional development. With so many different business areas, we offer a wide range of exciting opportunities within a culture of encouragement, respect and teamwork.



BPP University

BPP University is part of the BPP Professional Education Group. However, BPP University is a distinct legal entity with its own degree-awarding powers approved by the UK Privy Council.

Voted the UK's Best Higher Education Provider by Education Investor Magazine in 2013, we are the UK's only university solely dedicated to business and the professions. Our links with leading businesses and organisations allow us to provide a highly regarded professional education. Our programmes are designed in partnership with employers and respected professionals in the fields of law, business, finance and health.

We look for lecturers who share our passion for education and making a real difference in students' lives.

BPP University Schools

BPP University Law School

BPP University School of Business and Technology

BPP University School of Nursing

BPP University School of Health



BPP University School of Business and Technology programmes have been successfully delivered to leading companies such as Lloyds Banking Group and TUI.



15,000 students currently study with BPP University



BPP University Law School was ranked in the top five universities for quality of teaching in Legal Week's 2014 annual Law Student Report.

BPP Professional Education

BPP Professional Education is one of Europe's leading specialist providers of professional education, delivering a range of industry-leading Professional Qualifications, Professional Apprenticeships, Professional Development programmes and Learning Media. We enjoy a trusted adviser status for many of our clients and institutes and offer professionals opportunities to progress through a variety of qualifications in accountancy, tax, insolvency and banking and finance.

Our courses are all supported by BPP Learning Media, which provides a wide range of learning materials for students, colleges and bookshops all over the world.

As one of the world's leading providers of top quality printed and digital learning resources, BPP Learning Media supports tuition providers, professional bodies and students in over 180 countries.

BPP Learning Media

We also develop curriculum content for BPP qualifications including Accounting, Financial Services, Tourism, Marketing, Law and Insolvency as well as content for Professional Education Bodies from around the world.

Support Functions

- ✓ IT
- ✓ Finance
- ✓ Human Resources and Learning & Development
- ✓ Commercial
- ✓ Marketing
- ✓ Legal and Compliance
- ✓ Operations



Why work at BPP? – Employee benefits

Training and development

Whether it's something you want to learn or something we recommend you learn, BPP invests heavily in your career development.

We provide a comprehensive in-house leadership and management training programme and a wide range of personal and professional development opportunities.

You will have free access to all of BPP's courses – so from gaining an ACCA accountancy qualification to a Graduate Diploma in Law, you can take your career in any direction you like.

Salary

BPP makes sure it gets the basics right with good, competitive salaries. These are reviewed annually.

Holidays

Everyone needs time to relax and rejuvenate. That's why we provide generous annual leave of 30 days for teaching staff and 25 days for support staff (rising to 30 days after five years and pro-rata for part-time employees).

As part of our annual benefits selection window, you can purchase up to 10 days' extra holiday each year.

Private Medical Insurance

When you work at BPP, you can apply to be covered for the cost of private medical treatment as an outpatient or inpatient (up to defined limits).

Subject to meeting scheme requirements set by our provider, this begins as soon as you join and we'll cover the full cost of the premium. You can also choose to buy cover for your spouse, partner or children at corporate rates.

Health Cash Plan

Our Health Cash Plan provides you with reimbursement, up to a set amount, towards everyday healthcare services such as eyesight tests, new glasses, health screening, etc. You can choose to purchase cover from four different levels.

Dental Insurance

Our Dental Insurance reimburses you for all private dentistry treatment. At the end of your probationary period, cover can be purchased for you and your family at corporate rates.

Life Assurance

In the unfortunate event that you pass away while working at BPP, your nominated beneficiaries will receive a lump sum of four times your annual base salary. At the end of your probationary period you can choose to top up this protection.

Income Protection (PHI)

We know that suffering long-term illness is stressful enough. So if you are unable to work for 26 weeks within a 12-month period because of related illness or injury, you'll be eligible for up to 75% of your annual salary until you are able to return (less £5,312 p.a.)

Employee Assistance

From time to time you may need confidential advice, on anything from legal to personal or financial issues. Our Employee Assistance gives you access to free phone support, 24 hours a day.

Pension

You'll want to look forward to a well-deserved retirement.

If you are assessed as an "Eligible Job Holder", you will be automatically enrolled into our Group Personal Pension Plan. A pension contribution will be deducted from your monthly salary via salary sacrifice and you will receive an Employer pension contribution as well as receiving the full benefit of the Employer's National Insurance contributions of 13.8%. You will be able to increase your contribution, with BPP matching up to 5% either during the Annual Benefits Selection Window or once you have completed your probation period.

Employees who are not assessed as an "Eligible Job Holders" will still be able to join our Group Personal Pension Plan once they have completed their probation or during the Annual Benefits Selection Window.

'Cycle to work' scheme

With so many benefits to your health, we offer a cycle to work scheme in conjunction with CycleScheme. This gives you the loan of a bike and commuting equipment for a period of one year, tax-free.

At the end of the Hire Period, you will have the option to either purchase the bike, extend the Hire Period, or return the bike.

Season Ticket Loan

To ease the expense of public transport, our interest-free loan is put into your bank account and we'll simply deduct monthly repayments.

Credit Union

BPP employees have access to a credit union and can save or repay loans direct from their net pay. The credit union is a not-for-profit co-operative.

Why work at BPP? – Employee benefits

BPP and the community

BPP takes its corporate social responsibility very seriously. With many programmes designed to help our students succeed, we also support the wider community with a range of projects through our Pro Bono Legal Centre – winning Best Contribution by a Team of Students for Streetlaw Homeless in the 2011 Awards.

BPP is supportive of our employees doing voluntary and charity work.

BPP Rewards

BPP Rewards is a company funded scheme that offers genuine discounts and allows you to make significant savings each year on everything from your petrol, groceries, holidays, clothing, and home insurance. BPP Rewards provides exclusive access to discounts and cashback at over 1,500+ retailers, including Marks & Spencer, Sainsbury's, Debenhams, and Lastminute.com to name a few.

Selecting your benefits

Upon starting with BPP, you will be invited to select your benefits via our online platform on the 1st of the month following your start date. You will need to register on the platform when accessing it for the first time.

