

Job Description

Job Title:	Registry and Admissions Officer		
Report To:	Student Records Manager	Date:	September 2026
Grade:	NSUP15-18	Location:	Fort William, Stornoway or Thurso

Purpose

Reporting to the student records manager, the registry and admissions officer is part of the student records team who ensure the accurate and timely data input and maintenance of student records data from admission to certification.

Context

This post plays an important role in ensuring that the college complies with student administration standards. This post will require liaison with colleagues across the student experience department as well as performance and planning, curriculum, finance, examinations, UHI executive office and others as required.

The post holder will have access to confidential and sensitive information and will therefore be required to maintain this confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement.

The role requires an ability to engage and communicate well with people at all levels, strong organisational skills and to be able to motivate and drive our quality enhancement agenda.

Post holders may take a lead on one or more areas of responsibility as required and may have geographical responsibility for students based in their area.

Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Ensure the admissions system is set up correctly for academic staff to access relevant documentation
- Accurate recording of applications through the student records system ensuring relevant documentation is received from the applicant; coordinating the interview and selection process; processing decisions in a timely manner; monitor and meet UCAS deadlines; liaise with appropriate staff
- Working with UHI Admissions on accurate recording of International student processes
- Networked admissions for UHI where required
- Working as part of a team create and maintain enrolment records as required and support students with face to face and on-line enrolment throughout the year
- Responsibility for returning all candidate information from SITS to SQA, investigating and resolving any associated errors or issues
- Support accurate exam resulting and related processes
- Support the student records manager in producing accurate FES returns and other data returns
- Accurately record and process enrolments, registers, module and unit entries, results and all other associated data ensuring compliance with college and external body's procedures and requirements relating to the handling of data
- Following enrolment attach all students to their relevant units
- Check awarding body frameworks to ensure students are on the correct units to achieve their award
- Maintain attendance registers for all classes/courses ensuring registers are correctly updated with new additions and withdrawals.
- Support the progression and exam board function by producing relevant reports, taking notes, and agreeing results in the student records system
- Liaise with partnership organisations on the enrolment process and ensuring these students meet the college requirements
- Ensure accurate course set up on SITS, as approved by the NWH quality process
- Respond to student and staff queries
- Produce registry and admissions reports as required
- Deliver training and support in registry and admissions processes to lecturers and professional services staff as required
- Representing NWH at registry and admissions meetings and regional events as required

- Provide cover for other members of the student records team as required
- Support the Graduation events across UHI North, West and Hebrides
- Any other duties commensurate with the post.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies
- Work collaboratively with colleagues to ensure a whole college focus and approach

Person Specification

Criteria	Essential	Desirable
Qualifications	SCQF level 7 qualification (or equivalent) in an appropriate area	Undergraduate degree
Experience	- Experience of electronic record systems - Experience of working in a professional office environment - Experience of working as part of a team - Experience of extracting and presenting information from reports	- Experience of working in an academic environment - Experience of using UHI student record system (SITS) and reports - Experience of delivering training sessions to staff
Knowledge & Skills	- Excellent customer service - Ability to communicate effectively within the team and across college departments - Excellent organisational skills - Evidence of recent CPD activity - Excellent IT and administrative skills and adaptable to a wide range of computer systems	Knowledge of UCAS, application and enrolment processes within an academic institution
Personal Qualities	- Possess excellent attention to detail - The ability to multitask and prioritise where necessary - Enjoys a challenging workload - Will work well in a geographically dispersed team - Good at problem solving and is solution focussed - Excellent timekeeper - Positive work attitude - Confidentiality	The ability to thrive on change
Other	- Evidence of recent CPD activity - Able to travel between campuses if required - Able to work out-with normal hours if required - Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives and to the strategic aims of UHI North, West and Hebrides.	Clean driving licence

Key Terms and Conditions of Employment

Hours of Work	This post is for 12.5 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This is a part time permanent post.
Salary	NSUP15-18
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position is based at one of our Registry and Admissions offices in Fort William, Stornoway or Thurso.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

