



THE ABBEY COLLEGE
253 WELLS ROAD MALVERN WELLS
WORCESTERSHIRE WR14 4JF
WWW.ABBEYCOLLEGE.CO.UK
INFO@ABBECOLLEGE.CO.UK

Abbey College

Job Description Short Course Registrar

1. General correspondence, letters, faxes, emails, reports, answering the telephone, dealing with visitors at reception, filing etc.;
2. Maintaining student bookings/agents correspondence and invoice files;
3. Adding agents to CLASS (in-house database) and sending them required documentation.
4. Input on update of all short course student admissions onto CLASS (in-house database).
5. Short Course Student Bookings (Correspondence with agents/parents, booking on database, invoicing, distribution on information)
6. Creating and sending Student/Agent invoices;
7. All Short Course Group Bookings (Quotations, enter on to database, correspondence with agents/schools, travel company if appropriate, invoicing, distribution of appropriate information to appropriate departments)
8. Ensuring correct departments receive necessary information regarding students arrivals/departures (transfers, accommodation, course requirements);
9. Summer School - Maintain bookings
 - Answering all enquiries
 - Correspondence with Parents/Agents/Students
 - All invoices for parents and Agents
 - Producing quotations for groups
 - Ensuring correct departments receive necessary information regarding students arrivals/departures (transfers, accommodation, course requirements)
 - Appropriate filing
10. Making appointments for meetings when representatives travel abroad, and producing an appointment book for them – marketing trips/workshops/exhibitions, producing all necessary information on agents/past students etc. (on occasion as mostly done by Marketing Manager).
11. Updating CLASS with details of meetings etc when representatives return from marketing trips, and sending agents any requested follow ups/information (again often done by Marketing Manager).
12. Keeping agent records up-to-date on database.
13. Taking and producing minutes for administration meetings
14. Scheduling and minuting Summer School meetings between March and August.
15. Creating and updating standard forms and policy documents
16. Assisting the Academic Registrar where necessary
17. Preparing/franking the post
18. Sorting and distributing the incoming post/out-trays on occasion (often done by receptionist)

19. Producing and maintaining personnel files for permanent staff and the central database of their details.
20. Producing and maintaining personnel files for Summer EFL Teachers.
21. Producing and maintaining personnel files for Summer Work/Study Staff.
22. Archiving all summer files once per year, and producing new files for the coming year. Same for EAY course files.
23. Doing dictations/tapes (audio-typing) and other exercises for Director/Bursar where requested, i.e. producing letters, charts, spreadsheets etc.
24. Producing, updating and maintaining master documents and policies, and keeping the centralized database up to date.
25. Updating the website with information, new documents, job descriptions etc, and downloading and processing online applications.
26. Producing and sending statistics for English UK.
27. Helping to maintain the server and doing back up each day
28. Helping to troubleshoot any problems with e-mails and helping to maintain/update IT systems
29. Ad Hoc exercises