



JOB DESCRIPTION

Registrar

Abbey College Academic Student Tasks

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. Manage student admissions on database;
4. Student Correspondence with agents/parents/guardians by e-mail
5. Creating and sending Student/Agent invoices;
6. Issuing Visas (Tier 4 and visitor visa)
 - Keeping updated with visa rules and compliance.
 - Renewing existing student visas.
 - Running regular visa reports
 - SMS reporting
 - Level 2 user and issuing all CAS. Overseeing UKVI compliance, lead on UKVI inspections
 - Tier 4 license monitoring of key dates.
7. Issuing parent/agent invitation letters
8. Ensuring correct departments receive necessary information regarding students' arrivals/departures (transfers, accommodation, course requirements);
9. New Student Bookings - Maintain bookings
 - Answering all enquiries
 - Correspondence with Parents/Agents/Students
 - Issuing visa letters if required
 - All invoices for parents and Agents
 - Ensuring correct departments receive necessary information regarding students' arrivals/departures (transfers, accommodation, course requirements)
 - Chasing up payments
 - Setting Up student paper files/ Appropriate filing
10. Updating standard forms and admission policy documents
11. Sending School Reports for current students
12. Sending parent/agent/guardian updates and newsletters.
13. Statistics for various bodies including: British Council, English UK and DfE
14. Occasional marketing trips such as British Council Expos and British Boarding School Workshop



Medical

EMUCAS/Abbey College in Prague/ Short Medical Courses/Entrance Exams

15. All medical admissions from enquiries to bookings.
16. Correspondence with Medical faculties when needed,
17. Arranging yearly trip to Prague for Abbey Medical Foundation students.
18. Arranging entrance exam dates with the Medical Faculties
19. Overseeing the entrance exams, booking flights for visiting professors, accommodation, airport transfers and entertaining them when here
20. Compiling schedules for the examination weekends for staff, visiting professors and students
21. Input of all enquiries/bookings on CLASS and maintaining them.
22. Issuing all Invoices, confirmation letters
23. Issuing Offer letters and visa letters when needed
24. Occasional marketing trips/workshops which include Dubai Expos, trips to Prague, trips to European Medical Universities
25. Meeting agents/parents when visiting college or arranging visits to see Abbey College Prague
26. Telephone enquiries
27. Updating standard forms and policy documents
28. Liaising with Abbey College Prague about new students, accommodation, visas
29. Requesting admission papers from Abbey Prague
30. Advising students on Visas