

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Registrar
Accountable to:	Centre Manager
Staff managed:	N/A
PURPOSE OF THE JOB	
<p>The Registrar's role is to ensure that the candidates are registered by following the SELT ID Policy and procedure. This includes ensuring that candidates' photos have been taken and recorded against the correct candidate log and that a sample signature is taken.</p> <p>The post holder will maintain all paperwork as required to provide evidence of due diligence for centre inspections.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Check ID presented conforms to the current SELT ID policy • Check the ID photo against the candidate • Check: <ul style="list-style-type: none"> ○ Name (all 3 parts – look for extras/missing/mistakes) ○ Date of Birth ○ ID No ○ ID Expiry date ○ Nationality ○ Signature matches ○ Check ID details on Examination Report against original documentation ○ Check photo uploaded to TOL is a match against the candidate present and the ID that they have presented. • Check that scanned and uploaded ID is an accurate copy of that ID presented by the candidate • Check over address for any anomalies and ask candidate to confirm their address • Check that the mobile phone number recorded is correct (or obtain correct one) • Check that the candidate has no electronic devices • Make a visual check for any blue-tooth devices behind the ears 	

- Explain how to present ID to examiner
- Instruct candidate to wait in “X” place afterwards and that they will not return to this room
- Place Examination Report Form on edge of desk for Stewards
- Follow the correct procedure where problematic IDs are presented
- Deputise for the Centre Manager as necessary

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification

- Respectable level of general education

ESSENTIAL SKILLS REQUIRED:

- Accomplished in the provision of customer service excellence
- Robust communication skills to communicate at all levels both written and oral at all levels
- Ability to portray a professional image at all times and in challenging situations both internally and externally.
- Strong IT skills, proficient in the use of TOL, Microsoft Office Packages with reprographics know-how
- Meticulous work ethic with strong attention to detail and accuracy

CONTACTS : INTERNAL AND EXTERNAL

SELT Centre Staff
Candidates

FINANCIAL PARAMETERS

None