



## **JOB APPLICATION PACK: STUDENT RECORDS MANAGER**

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## **LONDON STUDIO CENTRE: BRIEF HISTORY**

The internationally recognised Higher Education Conservatoire, prides itself on training excellent dancers, singers and actors, allowing students to specialise in ballet, contemporary dance, jazz & commercial dance and musical theatre. Whilst also producing graduates who have formed their own companies and established themselves as choreographers, teachers, producers, and directors. London Studio Centre offers a comprehensive suite of programmes including a BA (Hons) Professional Dance Performance Degree for students who are dedicated to the pursuit of excellence in all aspects of the theatre, an MA in Dance Producing and Management, for students looking to move into the production side of dance theatre making, an MA in Dance Performance in all four specialist areas of ballet, contemporary dance, jazz & commercial dance and musical theatre, a Foundation degree in Dance Performance aimed at the exceptionally talented students (from 16 years old), a BA Top Up Professional Performance, an MA in Dance Education and PGCert Professional Dance Teaching for those wishing to enhance their teaching practice.

London Studio Centre is rooted in Western theatre dance forms and enjoys a tradition of dance education dating back to the end of the 19<sup>th</sup> century, when Leon Espinosa (1825-1904) settled in London. In 1872, he established a school for ballet and related theatre arts, after having trained at the Paris Opera and then danced and taught at the Bolshoi Theatre in Moscow. His son Edouard Espinosa (1871-1950) continued the family tradition as one of the founders of the Royal Academy of Dance and then the British Ballet Organisation.

London Studio Centre's founder, Bridget Espinosa, was heir to this distinguished tradition, to which she contributed her own expertise as a dancer and director. Under her leadership LSC pioneered a multi-disciplined dance education fitted to the needs of the modern world of dance and musical theatre, which included the possibility of university validation of its provision. Her son, Nicholas Espinosa, continued these developments and, in 1995 Middlesex University validated London Studio Centre's BA Honours Theatre Dance programme. The Director, Nicholas Espinosa is also the Chairman of bbodance and a Trustee for Yorke Dance Project.

LSC began life in and around Tavistock Square in central London. In 1987 it moved into property on York Way, next to Kings Cross Station, where it remained until 2012. In 2012 LSC re-located to artsdepot in North Finchley where it has created a unique collaborative partnership with the performing arts venue. The partnership provides the conservatoire with rehearsal and performance spaces that facilitate LSC's high quality training, and the building's bright, contemporary feel has quickly provided the ideal atmosphere for London Studio Centre's home.

LSC's facilities comprise ten dance studios, two fully equipped theatres, drama and singing rooms, a library with IT suite and a lecture room. The triple-height atrium café and social areas also offer ample space for relaxation.

London Studio Centre is committed to providing an education in dance and related subjects for the professional theatre, in an environment where the individual creative talents of each student are nurtured. All programmes we offer maintain the Centre's mission to be a world-class conservatoire for professional dance and musical theatre, enabling artists to reach their creative potential in performance, creation and production and, thereby, shaping the future of the profession. LSC values and offers a holistic approach, one that keeps pace with recent developments in dance pedagogy. Student representation and student surveys contribute significantly to annual course monitoring and make an important and valuable contribution to quality management.

London Studio Centre is accredited by The Council for Dance, Drama and Musical Theatre (CDMT) and is listed as one of CDMT's Accredited Schools. The CDMT ensures the provision of high-quality professional dance, drama and musical theatre training through accreditation of full-time dance and performing arts schools and has provided the industry benchmark of quality assurance for professional dance and musical theatre training in the UK since 1979.

LSC is registered with the Office for Students, providing eligibility for students to obtain Student Finance and access to Visa's for international students. A review of the London Studio Centre by the Quality Assurance Agency for Higher Education (QAA) in May 2022, the UK's independent quality body for higher education, expressed confidence that 'academic standards are reliable, meet UK requirements, and are reasonably comparable' – the highest judgement available through the review process. The review team did not identify specific improvements or areas for development.

The majority of the teaching staff are actively engaged in professional theatre, enabling students to be aware of new techniques and trends. Students are given an unparalleled range of opportunities to gain performance experience, both in-house and in professional venues.

LSC's alumni are working worldwide with dance companies, in musicals and mainstream theatre from the West End to Broadway, in television, film and commercial dance. Graduate students have embarked on successful careers, joining companies such as Rambert Dance Company, English National Ballet, Matthew Bourne's New Adventures, Michael Clark Company, Richard Alston Dance Company, Sarasota Ballet, Scottish Ballet, Scottish Dance Theatre, ZooNation, Vienna Festival Ballet, the Royal Shakespeare Company and Royal National Theatre; while others have appeared in leading roles in musicals in the West End and elsewhere including *American Idiot*, *Billy Elliott*, *Cats*, *Charlie and the Chocolate Factory*, *Chicago*, *Hairspray*, *Jersey Boys*, *Les Misérables*, *Mamma Mia!*, *Miss Saigon*, *Matilda the Musical*, *Memphis the Musical*, *Stomp*, *The Book of Mormon*, *The Lion King*, *The Phantom of the Opera*, *Thriller Live*, *We Will Rock You* and *Wicked* to name but a few. Many graduates are also working as independent, creative artists in dance and theatre.



## **LSC's Mission, Vision and Values**

### **VISION**

To be a world-class conservatoire for professional dance and musical theatre, enabling our graduates to reach their creative potential in performance, creation, production, and education, thereby, shaping the future of the profession.

### **MISSION**

To enable students to become innovative and skilled performers, creators, producers, and education managers, at the cutting edge of professional dance and musical theatre through the development and delivery of innovative programmes.

### **VALUES**

London Studio Centre is committed to:

- Excellence in professional practice
- Preserving and developing the heritage of dance and musical theatre
- Engagement with a diverse and representative range of dance forms and celebrating their origins
- Respect for the individual, inclusive of their culture and background
- A culture of health and well-being
- Freedom of thought and expression, fostering academic freedom of speech
- Promoting entrepreneurship and innovation
- A culture of creative opportunities
- Life-long learning and continuing professional development
- Students as partners in quality management and enhancement

# Job Description: STUDENT RECORDS MANAGER



## General Functions:

To be responsible for the management, organisation and delivery of LSC's Registry Department. Including all aspects of student records maintenance, student liabilities and student finance maintenance. Ensuring the delivery of excellent and accurate provision.

## Consultation:

In carrying out their duties, they will consult with the Director of London Studio Centre, Assistant Director, Head of Student Programming, Dean of Studies, Admissions Manager, Head of Learning & Teaching, Financial Controller and other staff and students of London Studio Centre, where necessary. It will also be necessary to consult with other outside organisations, including but not limited to, LSC's Validating Bodies and Charity sponsors.

## Principal Duties and Responsibilities:

### *Registry*

- Taking responsibility for the management of the student record cycle; from enrolment through graduation to archiving
- Ensuring accurate and well-maintained records for all enrolments
- Managing all student enrolments and data including the interruption of studies and withdrawals; from initial point of contact for the student right through to ensuring all relevant documentation is updated and reported to the appropriate authorities
- Processing unconditional places of offer to incoming students
- Reporting and maintaining all enrolments with LSC's validating bodies, as required
- Reporting the conferment of awards to the validating University, producing Diploma Supplements and distributing certificates once received
- Maintaining assessment records for students on all undergraduate and postgraduate Programmes, ensuring they are presented accurately and at the appropriate time to the relevant validating body
- Managing the delivery of LSC's Graduation Ceremony. Managing LSC's involvement with the University Graduation Ceremonies, keeping relevant students and staff informed about the details.
- Providing support for the maintenance of LSC's UKVI VISA Sponsor Licence and ensuring LSC is fulfilling its requirements in line with its regulations.

### *Finance, Charities and Sponsorship*

- Informing the Finance Department of student fee liabilities, including in year amendments
- Managing all records with Student Finance, including the activation/de-activation of student accounts on the HEP Portal and the management of programmes on the Courses Management Service, including the maintenance of term dates
- Managing correspondence with students regarding LSC's Tuition Fee Scholarship Fund and other Scholarships
- Corresponding with and producing reports and required documentation to charities supporting LSC and its students.

### *Information for students*

- Providing face to face student support for all registry and Student Finance queries
- Maintaining and updating Registry and Finance information on the website and LSC's virtual learning environment throughout the year in line with changes agreed and CMA requirements
- Being a point of contact for students in conjunction with the Student Support Services Team

### *Student Records*

- Maintaining and enhancing the storage of all LSC student records
- Developing and promoting the appropriate good management of LSC student records and correspondence throughout the institution
- Ensuring LSC is GDPR compliant and being responsible for updating records as required to ensure continuous compliance.

### *General Duties*

- Membership of and attendance at a range of meetings, including but not limited to the Widening Access and Financial Support Team, Assessment Board, Student Support and Progress Committee, Student Welfare Team, Student Debt Review Team and Administration Committee
- Assisting other departments in any general duties to ensure the smooth running of LSC. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Being available to assist with the smooth running of all productions and attending LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- Encouraging a positive and supportive working environment for the team
- Attending staff performance review meetings as required, undertaking staff development or training courses that are mutually deemed appropriate and participating in LSC's CPD Recognition Scheme.

### **To Whom Responsible:**

Director, Assistant Director

**Employment Details:**

Job Role:	Student Records Manager	Line Manager:	Assistant Director
Contract type:	Full time, permanent following successful probation	Area of work:	Registry and Administration
Salary Grade:	Grade 4.0	Salary:	Circa £40k per annum Depending on Experience
Working hours:	Monday to Friday Normally 8.45-4.45pm	Location:	Onsite, London Studio Centre, North Finchley

**Person Specification:**

Attributes	Essential/ Desirable
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a Higher Education Registry Dept (or equivalent)</li> <li>• Excellent IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems</li> <li>• Experience of Student Finance and fees</li> <li>• Experience of UKVI requirements</li> <li>• Experience of GDPR</li> <li>• Experience of collating data for HESA and other statutory returns</li> <li>• Experience of working with Moodle</li> <li>• An understanding of UK HE policies, practices and academic regulations in relation to student administration and support</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Degree level qualification (however, candidates with particularly strong experience and no Degree, are encouraged to apply)</li> <li>• Masters level qualification</li> <li>• Membership of relevant educational and/or professional bodies</li> </ul>	<p>E</p> <p>D</p> <p>D</p>
<p><b>Personal skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent attention to detail and accuracy skills, with the ability to work calmly under pressure</li> <li>• Excellent numerical, analytical and data management skills</li> <li>• Ability to utilise experience and quickly adapt to new tasks</li> <li>• Ability and willingness to balance and work flexibly to manage workload to changing pressures and demands</li> <li>• Strong literacy skills</li> <li>• Excellent administrative and organisational skills</li> <li>• Proven ability to pro-actively work as part of a team</li> <li>• Positive, can-do attitude</li> <li>• Good time management skills</li> <li>• Ability to deal with confidential and sensitive information</li> <li>• Strong communication and interpersonal skills</li> <li>• Proactive approach to continuing professional development</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

## Guidance notes

### Application

To make an application, please complete the following:

- CV and cover letter
- [Equal Opportunities Monitoring form](#)

Please send these to [humanresources@londonstudiocentre.ac.uk](mailto:humanresources@londonstudiocentre.ac.uk). Applications will be reviewed as they arrive, we therefore recommend early applications however the deadline for applications is **9am, Monday 12<sup>th</sup> August 2024**.

If you have any questions regarding the position, please do not hesitate to contact Human Resources at the above email or 02075202800.

Please note:

- Should you require this application in another format please do not hesitate to contact us
- All correspondence will be made by email, please therefore make sure a valid email address is provided and checked during the application process

### Interview

LSC aims to notify candidates as soon as possible after the closing date whether they have been invited for an interview. Interviews will be conducted during August.

The proposed start date is September 2024.

### Outcome

London Studio Centre will endeavour to inform all applicants of the outcome of their application (by email); however, if you have not received an invitation for interview from LSC within two weeks of the deadline, please assume that your application has been unsuccessful.

Please note we are unable to provide feedback to unsuccessful applicants regarding their application/interview.

Final appointment is subject to receipt of satisfactory references.

### Equal Opportunities

London Studio Centre is committed to being an Equal Opportunities employer. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health or caring duties.

We are keen to hear from people from underrepresented groups in the performing arts (including people who are Black, Asian, Dual Heritage or from the Global Majority, D/deaf and Disabled people; people who are from lower socio-economic backgrounds; and/or people with caring responsibilities; or any other under-represented backgrounds in the performing arts sector).

### Data Protection

London Studio Centre conforms with the Data Protection Act (1998) and General Data Protection Regulation (2018) and will treat all information received with the relevant security.