



Christ the
Redeemer College
London

JOB ADVERT



Data & Registry Officer
[Post Reference:0307]
July 2026

JOB DESCRIPTION

Role:	Data & Registry Officer
Report To:	Registrar
Contract Type:	Part Time (3 Days/Week)
Location:	Harrow Campus

Christ the Redeemer College (CRC) is seeking a highly organised and detail-oriented **Data & Registry Officer** to support the effective management of student data, regulatory reporting, and Registry operations. This is an excellent opportunity for an experienced administrator or data professional who enjoys working with information, improving processes, and ensuring the accuracy and integrity of student records.

Job Summary

As Data & Registry Officer, you will play a vital role in maintaining student records, supporting statutory reporting requirements, and providing data and administrative support across the Registry function.

Working closely with the Registry Team Lead and academic colleagues, you will contribute to key institutional activities including HESA reporting, B3 monitoring, student records management, compliance activities, and management information reporting.

You will also support the continuous development of Registry systems and processes to enhance efficiency and service delivery.

Key Responsibilities

- Maintain accurate and up-to-date student records and Registry data.
- Support the preparation and validation of HESA and other regulatory returns.
- Assist with B3 outcomes monitoring and performance reporting.
- Produce routine and ad-hoc reports for managers and senior leaders.
- Investigate and resolve data quality issues and discrepancies.
- Support enrolment, progression, awards, graduation, and student records administration.
- Assist with Registry processes relating to examinations and academic boards.
- Maintain compliance with GDPR and regulatory requirements.
- Contribute to audits, quality assurance reviews, and data validation activities.
- Support the development and improvement of Registry systems, reports, and processes.
- Work collaboratively with Registry colleagues, academic staff, and professional services teams

About You

We are looking for someone who is analytical, organised, and committed to delivering high-quality administrative and data services.

Essential Requirements

- A-Level qualification or equivalent.
- Over 3 Years relevant experience in administration, data management, information systems, or equivalent practical experience within the Higher Education
- Experience working within a Registry, student records, data administration, or similar environment.
- Experience handling large volumes of data with excellent attention to detail.
- Strong Microsoft Excel skills.
- Experience producing reports and analysing information.
- Experience using databases, student information systems, or similar platforms.
- Understanding of confidentiality and GDPR requirements.
- Excellent organisational and communication skills.
- Ability to manage competing priorities and meet deadlines.

Desirable Requirements

- Experience supporting HESA returns or regulatory reporting.
- Knowledge of B3 metrics and student outcomes reporting.
- Experience of process improvement or systems development projects.

Fair Recruitment and Equality Statement

CRC is committed to providing an inclusive and fair recruitment process. We welcome applications from all suitably qualified candidates. Selection decisions are based solely on merit, skills, qualifications and experience relevant to the role.

Successful applicants will be subject to background checks, including Right to Work verification and DBS clearance where applicable.

Apply Now

If you are passionate about data accuracy, continuous improvement, and delivering excellent support services, we would love to hear from you.

Please send your **CV and a cover email** outlining your suitability for the role to hr@christredeemer.ac.uk

Closing Date: August 1, 2026