

Education Administration Executive (Apprenticeship Lead)



Contract type: Permanent/full time
Reports to: Head of Apprenticeships & Academic Progression
Location: Premier League Offices, Paddington, W2 1HQ

Overview

The Premier League Youth Department is responsible for the delivery of the Elite Player Performance Plan (EPPP), a long term development plan with the aim of; 1) developing More and Better Home Grown Players, capable of playing in the most competitive and compelling football competition in the world; and 2) ensuring positive development outcomes for all Academy Players, regardless of whether they become professionals or not.

The Premier League's Education team within the Youth department is looking for an outstanding Education Administrator to act as lead administrative support for the Sporting Excellence Professional apprenticeship and wider education programmes. The right candidate will have first class communication skills, a strong background in educational administration, enthusiasm to deliver, and high levels of accuracy in all their work.

Who we are

The Premier League is home to some of the most competitive and compelling football in the world. The League and its clubs use the power and popularity of the competition to inspire fans, communities and partners in the UK and across the world. The Premier League brings people together from all backgrounds. It is a competition for everyone, everywhere and is available to watch in over 1 billion homes in 189 countries.

We have a wide variety of responsibilities. These include organising the competition and its Rule Book as well as managing the centralised broadcast and commercial rights. The work we do in conjunction with the Clubs also goes far beyond the 90 minutes. We support and provide a framework for youth development, we protect the organisation's intellectual property, support the wider game and community programmes, undertake international development work and liaise with governing bodies and other leagues.

The role

General:

- Management of administration documentation for approximately 600 learners
- Liaising with Academy Heads of Education at each Club, as well as Premier League Education Support Managers, Quality, Learning & Assessment Manager, Data Manager, Head of Apprenticeships & Academic Progression and Premier League wider consultants with a view to providing accurate and timely information regarding tracking of players progress for the Apprenticeship Programme
- Ensuring accuracy of data to enable correct claims to be made to the Education and Skills Funding Agency (ESFA) in order to fund the educational element of the Apprenticeship Programme
- Ensuring Apprenticeship player records are accurately maintained for ESFA / Subcontractor Audit and OFSTED inspection
- Carrying out all functions to ensure contractual compliance for the Apprenticeship Programme
- Ensure that all allocated administration tasks relating to the coordination of Apprenticeship and Functional Skills programmes are undertaken efficiently, effectively and in a timely manner

- Any other duties which may be required from time to time by either the Head of Education or Head of Apprenticeships and Academic Progression

Enrolment & Initial Assessment:

- Request GCSE statements from Clubs and follow up with clubs for GCSE certificate evidence
- Update players prior attainment
- Set up players on Skills-Forward for initial assessment tests
- Record Initial Assessment test scores
- Manage the distribution of resources for the Apprenticeship
- Manage and track Enrolment forms
- Check eligibility of players
- Create electronic player files and maintain player logs
- Add new starters to Maytas learning management system
- Manage and track Commitment Statements and Apprenticeship Agreements
- Register Apprentices on ACE360
- Record information from Enrolment forms, Initial Assessments & GCSEs to identify any players with additional learning needs (ALNs)

Monitoring

- Manage the process of monthly In Learning Lists / subsequent player updates
- Accurate maintenance of player records / learner files
- Administer course changes (leavers, starters, transfers)
- Tracking of player movements (Change of club/ Work experience etc)
- Maintain funded / non-funded lists for review monthly
- Cross checks with Football Administration Service (FAS) to ensure all player records are up to date
- Tracking of 12-week player reviews
- Liaison with clubs & Data Manager re DAS accounts
- Liaise with data manager regarding off the job logs
- Tracking of Functional Skills courses– check start / end dates, results, final achievement and certificates
- Administration for ACE360 End Point Assessments (Achievement Claims) and support for Club Core Programme Coordinators

Other

- Standard Operating Procedures to be kept updated
- Manage the process of tracking apprentice destinations

Requirements for the role

Requirements	Criteria
Skills & Abilities	<ul style="list-style-type: none"> • Strong IT skills; proficiency with Microsoft Office program and learning management systems • Reliable, friendly and able to work with own initiative and as part of a team • Enthusiastic and self-motivated • Proven ability to handle confidential information and exercise discretion • Observational analysis and ability to interpret data • A good communicator with clear and concise written and spoken communication skills • Ability to demonstrate high level interpersonal dexterity to work effectively within an interdisciplinary environment • Ability to interpret written information in a structured and balanced way and present it appropriately to the needs of the reader • Strong time management and organisational skills
Experience	<ul style="list-style-type: none"> • Previous experience working within MIS, Data and Administration • Experience working as part of an inter-disciplinary team • Experience in administration and ability to provide high quality service in a busy environment • Experience of communicating with relevant agencies • Experience of managing multiple correspondence as part of inter-disciplinary team
Knowledge	<ul style="list-style-type: none"> • Knowledge of professional sports performance or development environment • Understand and appreciate context and cultural difference between clubs • Proof-reading and the ability to check report for accuracy and grammar
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> • High personal integrity and professional conduct • A hunger for continued learning and continuous professional development • DBS Clearance

Nice-to-haves for the role

- Knowledge of Work-Based Learning Programmes and Funding
- Maytas System Experience
- Graduate qualification
- Prior administration experience in professional sport
- Football and sport knowledge / interest

The Premier League is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made based on merit.

To apply please visit our [careers page \(https://premierleague.pinpointhq.com\)](https://premierleague.pinpointhq.com) and apply with your CV and a cover letter. The closing date for applications is Monday 25 January 2021.