



APPOINTMENT OF MANGEMENT INFORMATION OFFICE ASSISTANT – (Business Administration L3 Apprentice) – REF 2407121

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the [Strategic Plan](#) on the college website, for full details of our vision and objectives.

The Quality, Management Information and Student Tracking (QMIST) team comprises 20 staff. The role of the college's QMIST team is to support the College's approach to quality and student tracking. For instance, by scanning for developments in the external environment, QMIST provides specialist advice to inform the formulation of the college's policies and procedures in the areas of quality, funding, audit (ILR) and student tracking. QMIST contributes directly to the effective and efficient operation of the college's procedures in these areas through its day-to-day operations plus the on-going provision of specialist information, advice and guidance to other college staff. QMIST facilitates key processes, functions, services and the use of systems. The department must maintain these to ensure day-to-day processes continue. It also looks to innovate through the use of third-party software and process improvements to impact positively on the performance of the College.

You will play an important role in providing efficient and effective administrative and clerical support to the QMIST team. Duties may change from time-to-time to meet changing circumstances but will include all the duties deemed appropriate to supporting the function. These will include general office duties like answering the telephone and processing data. The successful candidate will have to demonstrate keen customer focus and high levels of accuracy in their work, especially when entering data onto the College MIS system and working with colleagues across the college. The successful applicant will also be able to demonstrate high level skills in IT, literacy and be positive and friendly.

We are seeking a motivated and detail-oriented individual to join our Funding and Data Team as an Apprentice at Runshaw College. This apprenticeship offers a fantastic opportunity to gain hands-on experience in managing funding, data analysis, and ensuring compliance within a Further Education (FE) college setting. The successful candidate will receive comprehensive training and support while working towards a nationally recognised qualification.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.





Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded “Good” for Overall Effectiveness) and are on a short journey to achieve an “Outstanding” grade for all provision types, once again. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we’re proud of what we came up with together; Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you’re looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Kevin Chadwick

Head of QMIST

chadwick.k@runshaw.ac.uk





JOB DESCRIPTION

JOB TITLE :	Management Information Office Assistant (Business Administration L3 Apprentice)
REF :	2407121
UPDATED :	July 2024
ACCOUNTABLE TO :	Head of Quality, Management Information and Student Tracking
ACCOUNTABLE FOR :	The operational requirements of the office from data administration, supporting cross college processes and ensuring an outstanding and timely customer experience of the department

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY RESPONSIBILITIES

Role Specific

- **Funding Management Support:**
 - Assist in the preparation and submission of funding claims.
 - Learn to monitor and manage funding budgets.
 - Support the team in staying updated on funding rules and guidelines.
 - Provide basic guidance to staff and students on funding queries.
- **Data Management:**
 - Assist in maintaining accurate and up-to-date records of student data.
 - Support data entry and validation processes to ensure data integrity.
 - Learn to generate and analyse reports from various data systems.
 - Help identify and resolve data discrepancies.
- **Compliance and Regulation:**
 - Assist in ensuring compliance with funding regulations and standards.
 - Learn to conduct basic internal audits and prepare for external inspections.





KEY RESPONSIBILITIES

	<ul style="list-style-type: none"> ○ Help maintain accurate documentation for audit purposes. ○ Support the implementation of corrective actions for compliance issues. ▪ Quality Assurance: <ul style="list-style-type: none"> ○ Assist in monitoring the quality of data and funding processes. ○ Learn to collect and analyze feedback from students and staff. ○ Support the development and implementation of quality assurance policies. ○ Participate in regular reviews and improvement initiatives. ▪ Administrative Support: <ul style="list-style-type: none"> ○ Provide general administrative support to the QMIST Team. ○ Assist in organising meetings, preparing agendas, and taking minutes. ○ Help manage correspondence and communication with stakeholders. ○ Support the team with any additional tasks as required
<p>Professional Practice</p>	<ul style="list-style-type: none"> ▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on, and evaluate the impact of continuing professional development activities on your practice ▪ Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.
<p>College Responsibilities</p>	<ul style="list-style-type: none"> ▪ Support the college’s mission, vision, values and strategic objectives, acting as a role model for learners. ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. ▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice.





KEY RESPONSIBILITIES

- Value and champion diversity, equality of opportunity, inclusion and social equity.
- Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners.
- Work within health and safety guidelines and be aware of your responsibilities for health and safety.
- Adhere to all college policies and procedures, including data protection.
- Along with all members of college staff, manage the behaviour of learners.
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours.
- Support our sustainability strategy to reduce our environmental footprint.
- Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work.
- Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	Essential	Application form
Evidence of strong Continuing Professional Development	Essential	Application form/Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Evidence of ability to work to high accuracy and attention to detail in completion of tasks	Essential	Application form/Interview
Excellent communication skills and ability to work appropriately with colleagues at all levels	Essential	Application form/Interview
Ability to work both well in a team and working on own, using initiative	Essential	Application form/Interview
Excellent IT Skills in office packages	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Align to Runshaw College values of Excellence, Fulfilment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, task
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview





Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS	
SALARY	£15,527 p.a. rising up to £24,036 p.a. on successful completion of apprenticeship programme
WORKING HOURS	37 hours per week
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
LOCATION	On campus, Langdale Road, Leyland, Lancashire, PR25 3DQ
HOLIDAYS	<ul style="list-style-type: none"> - 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency <p>This entitlement will be on a pro-rata basis for posts that are part-time.</p>
SAFEGUARDING	<p>The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p> <p>The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.</p>
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Friday 2 nd August 2024
INTERVIEW DATE	TBC
JOB PACK APPROVED BY Kevin Chadwick	17 th July 2024



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

- retailers, entertainment, travel, leisure and eating out at [//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](http://yourpensionservice.org.uk)
[//teacherspensions.co.uk](http://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost-of-living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!