

## JOB DESCRIPTION

**1. JOB TITLE:** Administrator for Apprenticeships and Adult Learning

**2. GRADE:** Support Staff Spine Point 7-8

**3. RELATIONSHIPS:** The post holder is responsible to the Programme Lead for Apprenticeships and Adult Learning and will make and maintain productive, professional relationships with all members of the College and others and may be, from time to time, co-opted to help and advise them.

**4. PURPOSE OF JOB:**

To ensure that the College meets its quality standards in the administration of apprenticeships and adult learning through supporting Programme Leads to effectively comply with national funding regulations and the quality requirements of external bodies, such as Awarding Organisations and Ofsted.

**5. MAIN TASKS**

- To manage the apprenticeship enquiries mailbox, including responding to enquiries from employers, learners and applicants.
- To ensure that the Management Information Systems (MIS) team receive accurate enrolment documentation in a timely manner
- To collect and monitor employer insurance/risk assessment documentations
- To oversee the DAS (Apprenticeship Service) portal, check accuracy, liaise with MIS and advise employers
- To type and send letters of concern and praise to learners/employers
- To administrate and record learner voice and employer voice surveys
- To support Programme Leads with marketing materials for apprenticeships and adult learning
- To create and maintain learner records, including pre-populating 12-week review documentation and uploading files to VQ manager.
- To provide general administration for the apprenticeship and adult learning staff – e.g. taking and distributing minutes of meetings, typing assessor observation records, uploading documents
- To check/maintain exam board learner registrations, liaising with the College Exams team where required.
- To support teams with preparation for EQA visits
- To support Programme Leads to manage diaries
- To support with and occasionally attend recruitment events
- Guided by the relevant Programme Lead, liaise with employers regarding recruiting apprentices/supporting their employee to apply for AEB/co-funded courses
- To respond to enquiries from apprentice/Adult learners and support them to apply to appropriate positions/courses, liaising with Programme Leads and the college Careers and Progression team where appropriate.
- May contribute to the wider college in an administrator role.
- To administrate enrolments of apprentices and adult learners.

## **PERSONAL SKILLS and QUALITIES**

- Flexible, efficient and highly organised
- Ability to work to deadlines in a calm, confident manner when under pressure
- Commitment to providing a quality service
- Commitment to education and willingness to contribute to the daily implementation of the College's vision and ethos

## **CONDITIONS:**

To take responsibility for safeguarding and promoting the welfare of all students

To contribute to the promotion of equality and individuality of all Huish customers

Take responsibility for your own professional development and participate in the Huish Appraisal Scheme.

This job description may be re-negotiated at the request of either the post holder or the Principal.

The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.