**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Employer Services Apprentice  (Business Administrator Advanced L3)  Fixed Term – until completion of qualification 18-24 months) | Employer Services |
| **SALARY** | **BENEFITS** |
| £4.62 - £8.91 per hour, depending on age of apprentice.   |  |  |  | | --- | --- | --- | | National Living Wage  21–22-Year-Old Rate  18–20-Year-Old Rate  16–17-Year-Old Rate | £8.91 | 2.2% | | £8.36 | 2.0% | | £6.56 | 1.7% | | £4.62 | 1.5% | | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Employer Services Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues  Provide administrative and sales support within the fast paced Employer Services Team; co-ordinating own workload to underpin the delivery of Apprenticeships and Skills curriculum, and Short Course provision.  The role is very varied and at times challenging. You will work under the close supervision of the Employer Services Manager and Employer Services Co-ordinator across a wide range of Business Administration and Sales tasks to ensure the team performs to its maximum efficiency.  The post holder will work effectively as part of a team to provide a highly responsive and efficient service that meets the needs of the business. | |
| **DUTIES** | |
| Provision of a highly responsive administration and sales service, managing own workload within area of responsibility and, under the direction of the Employer Services Co-ordinator.  Work effectively as part of a team to provide an efficient service that is flexible in meeting the requirements of cross College services.  Develop and maintain good working relationships with internal staff, employers and stakeholders in order that the Employer Services Team can continue to develop to best meet the needs of its customers.  Assist in the handling of employer related enquires and log these in accordance with college polies.  Support in the administration of the Find an Apprenticeship vacancies system to ensure all vacancies are processed in an efficient timely manner.  Support the growth of provision of both Apprenticeships and Short Course carrying out sales calls to prospective employers.  Support the team to effectively carry out both internal and external employer satisfaction surveys in line with College targets.  Attendance at College Saturday open mornings on a rota basis (Time off in lieu will be given) | |
| To be flexible in working patterns and at times attend events to support the promotion and sales of Apprenticeships and Short Course provision. This may involve occasional late working and overnight stays.  Undertake a wide range of administration tasks to support the Employer Services Manager and wider Apprenticeships and Skills provision as required. | |

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| **DUTIES** |
| You role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| English & Maths at a level to be able to complete the Apprenticeship is essential (ideally GCSE 4-10) (A/I) \*\*  Basic Microsoft Excel skills (A/I/T) | Level 2 English & Maths or equivalent (A)  Advanced Microsoft Word skills (A/I/T)  Minute-taking experience (A)  Data entry experience (A)  Office/Sales/Customer Service experience (A)  Relevant NVQ Office / Business Administration / Sales (or equivalent) qualification at level 2 (A) |
| ***General Intelligence*** | |
| Enthusiasm and ability to communicate at all levels (I) |  |
| ***Special Aptitudes*** | |
| Effective time management (A/I)  Accuracy (A/I)  Attention to detail (A/I)  Ability to multi-task (A/I)  Ability to work to quality standards (A/I) | Knowledge of the current Apprenticeships agenda and reforms (A/I/T) |
| ***Interests*** | |
| Interest in the work of students and ways in which College administration can improve the student experience (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I) | Possess a current driving licence (A/I) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

\*\*Apprenticeship appointments will all be subject to a thorough assessment of functional skill levels, and educational need which will be carried out as part of the interview process. Further information and clarification may be requested following application. If you already hold a qualification in the same subject area at the same level you will be ineligible to apply for this Apprenticeship.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Apprentice in Business and Administration | Corporate Services – Business Support |
| **SALARY** | HOURS OF WORK |
| £4.62 - £8.91 per hour, depending on age of apprentice.   |  |  |  | | --- | --- | --- | | National Living Wage  21–22-Year-Old Rate  18–20-Year-Old Rate  16–17-Year-Old Rate | £8.91 | 2.2% | | £8.36 | 2.0% | | £6.56 | 1.7% | | £4.62 | 1.5% | | 37 hours per week  Monday to Thursday 9.00-5.00  Friday 9.00-4.30  Fixed Term – until completion of qualification |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Up to £14,600 pa 5.5% Employee  £14,601 to £22,800 pa 5.8% Employee  £22,801 to £37,100 pa 6.5% Employee  £37,101 to £46,900 pa 6.8% Employee  £46,901 to £65,600 pa 8.5% Employee  £65,601 to £93,000 pa 9.9% Employee  £93,001 to £109,500 pa 10.5% Employee  £109,501 to £164,200 pa 11.4% Employee  £164,201 or more pa 12.5% Employee  14.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |