

|  |
| --- |
| **Apprenticeship co-ordinator** |

|  |  |
| --- | --- |
| **Reporting to:** | Director of MIS and Student Records |
| **Working Hours:** | 37.5 Monday – Friday |
| **Salary:** | £20,601 to £24,829 |
| **Annual Leave:** | 26 electable days, 8 bank holidays and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To provide co-ordinating support for the apprenticeship programmes offered by the College. Co-ordinate and manage onboarding, on-programme and offboarding processes for the College apprenticeship programmes. Plan monitor and track the performance of the courses and report data.

**Duties and responsibilities of the job**

1. **Main Duties**

|  |
| --- |
| 1. Coordinate, undertake and track ‘end-to-end’ apprentice administration – including on-boarding, on-programme, and off-boarding activities providing updates to cross college teams on completion of each stage of the process.
 |
| 1. To be fully conversant with apprenticeship funding and data requirements and provide support and guidance to cross college teams on funding rules, apprenticeship documentation and the apprentice journey.
 |
| 1. Provide appropriate information advice and guidance in response to face to face, telephone, written and electronic enquiries from existing and prospective learners, their parents, employers and members of staff.
 |
| 1. To monitor student files, checking progress towards completion of Apprenticeship programmes and assist in ensuring all learner paperwork is complete and in compliance with funding body contracts.
 |
| 1. Review and analyse data to identify trends and recommend solutions to improve the performance, retention and progression of apprentices
 |
| 1. Ensure EPA (End of Point Assessment) is planned enabling apprentices and managers to be prepared and that the process is compliant and within timelines
 |
| 1. Planning and project management with the ability to work to tight deadlines and manage multiple projects at any given time
 |
| 1. Travel to client sites where required
 |
| 1. Organise apprenticeship awards and events
 |

1. **Quality Improvement**

|  |
| --- |
| a. Accountability for learner data: working with Curriculum teams to ensure all data is available, accurate and current in all learner tracking documents |
| b. Prepare monthly status report for monthly funding meeting with senior management team, tracking funding, progress and status of all learners |
| c. Work with College managers and the MIS team to develop innovative data reporting solutions to help Managers make effective and informed decisions |
| d. Based on external funding body guidance implement revised apprenticeship documentation  |

1. **Continuous Professional Development**

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
 |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience.
 |

1. **Other responsibilities and duties**

|  |
| --- |
| 1. To attend events/shows and assist the cross College team for these events, this may include some weekends and evenings from time to time
 |
| 1. To undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Senior Management Team or Principal.
 |
| 1. Carry out a full range of general office duties including data entry onto a number of College systems.
 |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

|  |
| --- |
| **Essential criteria for the post** |
| A full Level 3 qualification in IT, Customer Service, Business Administration or otherwise relevant subject. |
| GCSE English & Maths at grade C minimum or Level 2 numeracy and literacy |
| Excellent IT skills including a familiarity with MS Office. |
| Excellent customer relations skills and professional manner |
| Experience of database input work across more than one database programme i.e. timetabling software, CRM, Prosuite. |
| A good working knowledge of ESFA, Ofsted, awarding bodies, funding guidelines and the apprenticeship sector. Previous experience with apprenticeships, including funding and ability to comprehend and effectively summarise complex information.  |
| Experience of managing logistics/scheduling/projects; ability to work across multiple tasks/projects at fast pace. |
| Attention to detail: tirelessly review data and material to ensure accuracy and clarity |
| Excellent communication, relationship management and interpersonal skills, able to present ideas and communicate information clearly, diplomatically and effectively.  |
| Excellent organisational skills; experience in coordinating internal and external teams and individuals. |
| Able to work independently or as part of a team. |
| A self-motivated, positive and pro-active attitude. Ability to deal with problematic situations |
| Car driver - clean UK driving licence |

|  |
| --- |
| **Desirable Criteria** |
| Experience of working with Prosuite. |
| Knowledge of one of the subject areas taught at Plumpton College. |
| Knowledge of GDPR and Safeguarding issues. |
| Experience of working within a sales environment. |
| Experience of working with Awarding Organisations for registrations, queries and claims  |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal