

JOB DESCRIPTION

Job Title: Centre for Apprenticeships and Skills Administrator
Ref no: CAS9
Campus: Hendon
School/Service: Centre for Apprenticeships and Skills
Grade: 4
Starting Salary: £24,175 - £27,578 per annum, including Outer London Weighting

Period: Permanent

Reporting to: Apprenticeships Coordinator

Overall Purpose: The post holder will operate as a member of the Centre for Apprenticeships team and provide administrative support towards the effective operation of the Centre.

Principal Duties:

- To provide day to day administrative support for Centre for Apprenticeships, including organising meetings, providing minutes, photocopying, scanning, courier and post requirements, ordering supplies, catering requirements, as and when required.
- To operate as the first point of contact for the Centre for Apprenticeships to ensure effective management of all enquiries
- Support the arrangements of staff travel and accommodation while maintaining travel logs and documentation, in line with the University financial regulations and guidance
- Responsible for updating /maintaining of documents on the University's online systems
- To support the administration of partner, staff and apprentices' data on APTEM apprenticeship management system
- Support effective and efficient links with partner institutions in liaison with the Apprenticeships Coordinator to ensure that communications for document and information exchange are established and maintained with clients / partner institutions at all levels.
- To undertake any other tasks commensurate with the grade as directed.
- The above list of tasks is not exhaustive and working as part of the team, the post-holder will be expected to work flexibly and co-operatively with other members of the team providing cover and assistance when necessary, including supporting events

PERSON SPECIFICATION

Job Title: Centre for Apprenticeships Administrator

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education / Qualifications

Essential:

- Educated to at least 'A' level standard or equivalent

Desirable:

- A Bachelor's degree with Honours

Knowledge:

Essential:

- General understanding of the UK Higher Educational sector

Desirable:

- Basic understanding of apprenticeship Levy, funding and ESFA requirements

Experience:

Essential:

- Proven administrative experience in a relevant professional field
- Proven ability of working on own initiative
- Proven administrative experience in meeting tight activity deadlines
- Experience of working in high performing teams

Desirable:

- Experience of working in Higher Education sector
- Experience of supporting/administering work-integrated learning and/or apprenticeships
- Experience of dealing with students/apprentices in external professional contexts

Skills:

Essential:

- Proven ability to organise and prioritise work demands to meet deadlines with minimum of supervision
- Proven ability to work proactively and have a problem-solving approach to issues or barriers that arise.
- Must be competent in written and spoken English.
- Excellent organisational skills
- Ability to communicate and work effectively with people at all levels
- Ability to learn quickly and adapt to changing work contexts
- Ability to multi-task and to maintain a focus on key issues whilst working in a busy and demanding environment
- Ability to exercise considerable tact and diplomacy
- Ability to work effectively within a team
- A flexible approach to work.
- Good IT skills including Microsoft Office

Hours: 35.5 hours per week, actual daily hours by arrangement

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Diana Tamics-Bahadoor on 0208 411 6281.