

Job Description

Job title	Apprenticeship Programme Assistant
School/Service	Staffordshire Business School
Normal Workbase	Stoke campus
Tenure	Permanent
Grade/Salary	Grade 4
FTE	37 hours per week/ 1.0 FTE
Date prepared	February 2021

Job Purpose

Acting as the first contact point in the provision of a confidential, professional support service within the Staffordshire Business School. The postholder will provide administrative support to the school-based Apprenticeship team by effectively co-ordinating and maintaining records and documentation relating to apprenticeship programmes in order to enhance the student, staff and stakeholder experience.

Relationships

Reporting to: Apprenticeship Programme Coordinator
 Responsible for: No line management responsibility

Main Activities

- Provide a professional service to support the successful delivery of apprenticeship programmes in the School.
- Plan, co-ordinate agendas for, assemble papers for and take notes at meetings and to ensure follow up actions are completed in a timely manner.
- Provide professional administrative support for the onboarding of apprentices across the School's portfolio, effectively collating documentation to evidence the students' journey.
- Provide effective and efficient administrative support to the School ensuring deadlines are adhered to in line with the academic calendar and funding regulations.
- Provide administrative support to the Apprenticeship Programme Coordinator and team with the production of accurate and detailed reports including compliance updates, adhering to deadlines.
- Provide professional administrative support for the apprenticeship provision's end point assessment.

- Provide support and guidance to employers of apprentices to enable them to understand and fulfil the requirements of the apprenticeship provision.
- Provide support to the apprenticeship team in maintaining the VLE platforms.
- Provide administrative support in recording and tracking attendance for apprenticeship courses.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally, on some occasions, as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Tina Allen, Apprenticeship Coordinator Tina.allen@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.