

Ref: 11-052

Curriculum Services Apprenticeship Adviser
Salary circa £10,400 - £11,300 per annum
18 hours per week, 52 weeks per year

An opportunity has arisen for an experienced and organised administrator to join our Curriculum Services Department. Working within this department you will be leading a small team in providing support to centres of study and cross curriculum support for Apprenticeships. In addition to this you will be ensuring the production of records that meet funding body requirements.

The successful candidate will be a customer focused individual who has excellent people and time management skills. Educated to at least level 3 and ideally with a relevant qualification in Administration, Business or IT, you will have the ability to prioritise work when under pressure and maintain a flexible approach to tasks and people. You will possess excellent IT skills including a working knowledge of database systems and the ability to maintain accuracy whilst meeting deadlines.

Some experience of working with apprenticeship programmes and within a supervisory role would also be desirable.

Applications received by 14/02/2012 will receive first consideration. However, applications received after this date may be considered.

Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk.

Vacancy Information

Curriculum Services Apprenticeship Adviser

Job ref: 11-052

Hours	18 hours per week, 52 weeks per year (Mon- Wed 13.30-17.00 Thu 13.00-17.00 Fri 13.00-16.30)
Salary	£20,856 - £22695 per annum pro-rata (£10,428 - £11,347 actual salary)
Duration	Permanent
Location	Colchester
To apply:	Please complete and return an application form, or send in your CV with covering letter if preferred, by email to jobline@colchester.ac.uk or by post to Ann Cook, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL. In either case, we would be grateful if you could complete and return an equal opportunities monitoring form.

Applications received by 14/02/2012 will receive first consideration. However, applications received after this date may be considered.

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

Additional Information

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

This post is based within the Curriculum Services department, which provides administrative support to curriculum staff and students at Colchester Institute. The adviser will support the administration of apprenticeship programmes across the college and will lead a team of staff in the provision of an administrative service to three centres of study. The three Curriculum centres of study are Construction Engineering and Music.

COLCHESTER INSTITUTE JOB DESCRIPTION

Job Title **Curriculum Services Apprenticeship Adviser**

Salary **Points 19 – 22**

Responsible to **Curriculum Services Manager**

Overall Responsibilities

To specialise in provision of a cross curriculum support for Apprenticeships. To understand the requirements of the three centres in detail and anticipate their needs. To lead a team of administrative staff in the provision of a flexible, proactive and bespoke service to three centres of study.

Duties

1. To ensure that the support office provides an excellent customer experience.
2. To develop good working relationships with Curriculum centre staff and thus ensure that a proactive service is provided to staff and students.
3. Work with the Curriculum Services Manager to develop, maintain and continually improve systems and procedures for handling apprenticeships.
4. To ensure that the Curriculum Services team maintain and produce records that support and demonstrate compliance with the relevant statutory, regulatory, professional or funding body.
5. To ensure that timely and accurate claims for funding are submitted with BCT.
6. To have an overview and be able to operate student tracking systems including HE assessment set up and ATS data input.
7. To minute meetings and monitor provision of minute taking by the team
8. To monitor workload and workflow within the Support Office, ensuring work is equitably apportioned and that deadlines are met, advising the Curriculum Services Manager of potential problems and offering solutions.
9. To ensure the Support Office is efficiently staffed, including co-ordination of annual leave, contingency cover and hours of attendance in line with Institute Policies.
10. Working closely with the relevant departments to ensure Institute procedures are implemented, and effective links maintained with other offices across College i.e. BCT, Services to Business, HE Operations and Funding and Information.
11. Work to promote and apply the College's Health and Safety, Equality, Diversity, Safeguarding and Child Protection policy and practices.

12.To undertake any other associated duties as determined by the Curriculum Services Manager.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Colchester Institute

PERSON SPECIFICATION

Curriculum Services Apprenticeship Adviser

Ref: 11-052

	Essential	Desirable
Qualifications/ Training	<p>Good standard of general education to 'A' level/level 3</p> <p>Relevant Administration, Business or IT Qualification</p>	
Knowledge/ Experience	<p>Working knowledge of database systems e.g PICS</p> <p>Experience of providing a flexible, customer focused administrative service that meets the requirements of internal and external customers</p> <p>Practical experience of minute taking to a high standard</p> <p>Excellent IT experience of producing documents and materials to a high standard of presentation, accuracy and speed, using standardised formats and mail-merge where appropriate.</p> <p>Understanding of Equality and Diversity practices and their implications within the College.</p> <p>Understanding of Safeguarding and Child Protection practices and their importance within the College.</p>	<p>Recent experience of supervising and developing staff in an administrative or front-line service environment</p> <p>Experience of working with apprenticeship programmes</p>
Skills/Abilities	<p>Excellent interpersonal, people management and customer care skills with the ability to present a positive image to internal and external customers</p> <p>Good organisational skills with the ability to prioritise work when under pressure and to maintain a flexible approach to tasks and people</p> <p>Ability to design and develop standard letters and reports for use by the team</p>	

	<p>Ability to work to a high degree of accuracy and meet objectives and deadlines.</p> <p>Willingness to undertake new tasks and adapt to meet the changing requirements of the job and the College</p>	
Special Requirements	Able to work flexibly to meet demands	