



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

Business Administration Apprentice (Level 3)

Adult and Community Learning

Full time apprenticeship between 15 and 18 months

Ref: VBSS22.36

1. The Appointment

This role will support the administrative duties within the Adult and Community department. Working with the Administration Coordinator for Community and Adult Learning, you will have excellent interpersonal and communication skills, confident in being a first line of contact for both internal and external customers and enquires.

You will be supported to undertake a Business Administrator Standard – Advanced Apprenticeship – Level 3; whilst gaining invaluable on-the-job experience and attending specific training to aid your development in the role.

Ideally you will be an organised person and be confident in using the telephone and using office technology packages, including word processing applications, databases, spread sheets and Microsoft Teams.

You should be flexible and adaptable, be able to work under pressure to tight deadlines and maintain accuracy and quality of outcomes at all times. You will be required to work alongside the Adult and Community Learning team and on your own initiative as required.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To provide clerical and administrative support to a high standard of accuracy and presentation, to include general correspondence and reports, whilst undertaking efficient execution of general office duties.
- b) To be a contact for learners, colleagues, customers and employers in line with the Adult Education funding guidelines and procedures when answering queries.
- c) To maintain all associated documentation including course related documents, internal and external databases, files and records following GDPR legislation and also make available for inspection or audit if requested to do so.
- d) Using the appropriate method ensure all learner enrolment forms are compliance checked, checking attendance, destinations, completions and achievements are entered effectively and within appropriate timescales.

- e) To maintain strict confidentiality and discretion at all times.
- f) Support the adult training delivery communicating with learners, employers and local job centres as and when required.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Willing to undertake a Level 3 apprenticeship qualification	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT qualifications or experience	✓	
Experience		
Recent relevant experience of working as a Business Administrator		✓
Maintaining accurate and current databases		✓
Use of Microsoft office packages		✓
Skills /Knowledge		
Excellent interpersonal and communication skills	✓	
Excellent organisational skills	✓	
An ability to maintain strict confidentiality and discretion at all times	✓	
The ability to work under pressure and to tight deadlines	✓	
To ability to work independently, without close supervision using own initiative as required	✓	
The ability to plan and prioritise	✓	
Able to articulate clearly and objectively both verbally and in writing	✓	
Qualities/Approach linked to college values		
Maintain accuracy and attention to detail in all tasks	✓	
Accountable	✓	

	Essential	Desirable
Flexible and responsive with 'can do' approach	✓	
Calm in a crisis	✓	
Committed, loyal and reliable	✓	
Set high standards for self and others	✓	
Ability to keep to deadlines	✓	

4. Position within the College

The post-holder will be within Adult and Community Learning Team and will report to the Adult and Community Learning Manager.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, Fixed Term Apprenticeship Contract and is subject to those terms and conditions.
- b) The salary will be £12,544 per annum (Trainee/Apprentice VBSS Scale).
- c) You will be required to work 37 hours per week on a flexible basis.
- d) Other terms and conditions to be outlined in line with your contract of employment.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on 27th May 2022**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.