

# Capel Manor College

## Administrator Apprentice

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Administrator Apprentice
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	National Minimum Wage plus London Weighting
<b>Responsible to</b>	Head of Business and Employer Engagement
<b>Location</b>	Enfield
<b>Contract</b>	Full-time

### Key Responsibilities:

The key responsibilities of the Administrator Apprentice will include administration of short courses and Industry Training in the Business Development Unit. The post-holder serves as the first point of contact with other college departments involved in the administration of short courses, industry training and with external bodies. They will be responsible for delivering high-quality administrative services and supporting other administrative functions in the department.

### Responsibilities:

1. To prepare Agendas and take minutes at monthly progress meetings of the BDU Team and the delivery teams
2. Under the direction of the Head of Business (HoB) to:
  - Coordinate the tracking and booking of Assessments via the Assessment Centre
  - Quality control of Registration documentation, including enrolment forms
  - Retrieve application forms to give to Head of Business
  - Send out NPTC and LANTRA accredited certificates
  - Send out confirmation pack to students and employers
  - General administrator
3. Under the direction of the HoB, and working with the Admissions team, to:
  - Prepare, send and receive completed short course Agreements from new employers
  - Prepare, send and receive completed vacancy forms
  - Administer the sign up of new students, preparing paperwork
4. To assist the BDU team by conducting of agreed tasks under the direction of the HoB

### General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Relevant qualification or active interest in one of Capel's land based industries

### **Experience**

- Experience of working with the public

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels
- The ability to establish and maintain working relationships with employers
- Strong organisational skills, verbal and written communication skills
- High attention to detail and consistency of your work
- Ability to work on own initiative and under pressure with a high workload volume at times
- Excellent administrative skills

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required