

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Apprentice Work Placement Administrator	
<b>Reports to:</b>		Work Placement Team Coordinator	
<b>Job Grade</b>	L3 Apprentice	<b>Department</b>	Student Life

### SPECIFIC RESPONSIBILITIES:

- To provide administrative support, which will aid the coordination of high-quality work placements and work experience activities for students across a variety of curriculum areas.
- Ensure timely completion of Level 3 Business Administration apprenticeship qualification in line with key milestones.
- Learn core processes the administration involved when organising work placements and work experience activities:
  - a. Carry out the administrative duties associated with work placements, such as inputting information on the Work Experience online portal and tracking systems.
  - b. Assist with tracking and monitoring student completion of required reflective logs and time sheets.
  - c. Coordinate out evaluations process for work placements and work experience activities, as directed by the Work Placement Team Coordinator
  - d. Provide an appropriate level of support and point of contact for students & employers before, during and following a work placement to secure a successful outcome.
  - e. Maintain full & accurate auditable records of placements arrangements, employer engagement and contact with employers, complying with recording processes utilising Google Sheets and Pro-Engage.
  - f. To support the wider team ensuring all H+S are up to date and complete
  - g. Support the production of case studies celebrating placement success and promote to internal and external audiences
- Undertake a range of general administration duties including word processing, production of spreadsheets and updating of college information systems
- Comply with college customer service standards, ensuring effective communication with all stakeholders; students, employers, curriculum and external clients, parents/guardians.
- Ability to participate in evening/weekend work as required.
- Any other duties that are specific to the department.
- Assistance in the preparation, support and participation of examinations and invigilation across the Group.

**CORE RESPONSIBILITIES:**

- Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
- Compliance with all College policies and procedures.
- Comply with all legislative and regulatory requirements.
- To promote a positive image of the College.
- Any other duties commensurate with the level of the post, which may be required from time to time.

**GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Apprentice Work Placement Administrator
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Good general education to at least NVQ Level 2 or equivalent	A
E	Q2. Literacy and Numeracy at Level 2 or above and willingness to improve in one or both disciplines	A
E	Q3. Completion of Level 3 Business Administration apprenticeship within 18 months of starting role	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Understanding of the benefits of work experience	A / I
D	EK2. Knowledge and understanding of the further education curriculum	A / I

E or D	EK3. Good knowledge of Microsoft Office / Google applications	A / I / T / P / C / MT / R
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<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Good written communication skills	A / I
D	SC2. Proven ability in administration tasks	A / I
E	SC3. Good communication skills with the ability to relate to, and work with, students from age 14 to adult, colleagues and employers	A / I
E	SC4. Ability to maintain resilience and a positive “can do” attitude when facing challenges	A / I
E	SC5. Ability to manage own time and work to deadlines	A / I
D	SC6. Knowledge and understanding of the needs of a range of college stakeholders (local schools, parents/carers, employers etc.)	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I

HARROGATE  
COLLEGE

**K** **Keighley**  
College

 **LEEDS CITY**  
COLLEGE

**LEEDS**  
**CONSERVATOIRE**

 Leeds  
Sixth Form  
College

 Pudsey  
Sixth Form  
College

 **University**  
**Centre Leeds**