

Group Member:		Leeds City College	
Job Title:		Work Placement Administrator Apprentice Level 2	
Reports to:		Business Engagement and Work Experience Manager	
Job Grade	L2 Apprentice	Department	Student Life

ROLE SUMMARY:

Working alongside the work placement team. You will act as key support for administrative duties that will aid the coordination of high quality work placements and work experience activities for students across a variety of curriculum areas such as Childcare, Health and social care, Engineering, Travel Food and Drink, Digital and Leeds Sixth Form to name a few.

SPECIFIC ROLE RESPONSIBILITIES:

1. 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.
2. Ensure timely completion of Level 2 Customer Service apprenticeship qualification in line with key milestones
3. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. 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
2. Undertake a range of general administration duties including word processing, production of spreadsheets and updating of college information systems
 3. Comply with college customer service standards, ensuring effective communication with all stakeholders; students, employers, curriculum and external clients, parents/guardians.
 4. 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.
 5. Compliance with all College policies and procedures.
 6. Comply with all legislative and regulatory requirements.
 7. To promote a positive image of the College.
 8. Any other duties commensurate with the level of the post, which may be required from time to time.
 9. Any other duties that are specific to the department.
 10. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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

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

HARROGATE
COLLEGE

K **Keighley**
College

LEEDS CITY
COLLEGE

LEEDS
CONSERVATOIRE

Leeds
Sixth Form
College

Pudsey
Sixth Form
College

U **University**
Centre Leeds

Passion

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

Creative

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

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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 application form. Each criteria is marked with whether it 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

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 2 Customer Service apprenticeship within 18 months of starting role	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Microsoft Office / Google applications	A / I
D	EK2. Understanding of the benefits of work experience	A / I
D	EK3. Knowledge and understanding of the further education curriculum	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good written communication skills	A / I
E	SC2. Good communication skills with the ability to relate to, and work with, students from age 14 to adult, colleagues and employers	A / I
E	SC3. Ability to maintain resilience and a positive “can do” attitude when facing challenges	A / I
D	SC4. Proven ability in administration tasks	A / I
D	SC5. Knowledge and understanding of the needs of a range of college stakeholders (local schools, parents/carers, employers etc.)	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
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