

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: APPRENTICE BUSINESS ADMINISTRATOR

RESPONSIBLE TO: PA to the Executive Team

Main duties of the post:

To provide general administrative support for the Executive Team whilst undertaking an Apprenticeship at Level 3 in Business Administration.

Responsibilities may include:

- 1 To support the Executive Team and PA to the Executive Team as appropriate.
- 2 To arrange meetings, prepare and distribute papers, attend meetings and take minutes under the guidance of the PA to the Executive Team.
- 3 To assist in checking and updating records and statistical financial information as appropriate.
- 4 To receive and respond to incoming telephone calls and enquiries.
- 5 To undertake word processing duties as required.
- 6 To meet and greet visitors to the Executive Suite, liaise with internal and external personnel and cover reception duties.
- 7 To assist in checking electronic databases and providing management information for relevant Manager.
- 8 To be aware of and abide by the College health and safety procedures and associated policies.
- 9 To proactively implement the College's policies and procedures.
- 10 To undertake any other relevant duties as may reasonably be requested by the Principal.
- 11 To ensure range of work-based evidence required for qualification is gathered in conjunction with relevant Manager to ensure successful achievement of Apprenticeship Framework qualification.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date: September 2020	Signature:
Issue No: 1	Ref: Jobdesc/Apprentice Administrator

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PERSONNEL SPECIFICATION

POST: APPRENTICE BUSINESS ADMINSTRATOR (Level 3)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE		Administrative experience in an office environment. Experience using Microsoft software. Experience in dealing with the public.	Application form
EDUCATION & TRAINING	GCSE Grade 9-4 or A*C English Language	5 GCSE's Grades 9-4 or A*C, including Maths. IT qualification (ECDL, CLAIT or equivalent)	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Good Organisational Skills Confident Word Processing / IT Skills Friendly and helpful with good communication / team working skills Ability to work effectively to deadlines High level of accuracy / attention to detail Committed to learning new skills and gain experience		Interview & Test
ADDITIONAL FACTORS	Adherent to College policies and procedures including handling confidential or sensitive information Flexible & enthusiastic approach to work Flexibility to work across all College sites Strength in customer care and team work The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.