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| **Apprentice Administrator – Apprenticeships**  **Job Description and Personal Specification** | |
| **Role:** | Apprentice Administrator – Apprenticeships |
| **Place of work:** | Home worker |
| **Hours of work:** | 37.0 hours per week. |
| **Grade** | Grade B , Zone 3 |
| **Salary:** | £15,000 |
| **Reports to:** | Contracts Assurance Co-ordinator |
| **Level of screening:** | Enhanced DBS screening |
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| Background | |

Catch22 is a social business – a not for profit business with a social mission - we have the heart of a charity, and the mind-set of a business. Our vision is for a strong society where everyone has a good place to live, a purpose and good people around them, no matter what their background.

Today we deliver children’s social care, alternative education, apprenticeships and employability programmes, justice and rehabilitation services and personal and social development programmes.

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| Role Summary |

Catch22 Apprenticeships are funded by the Educational and Skills Funding Agency (ESFA) and Levy paying organisations to deliver Apprenticeships and other pre-apprenticeship programmes. Catch22 holds a prime contract with the ESFA and multiple Levy paying employer contracts to deliver Apprenticeships within the workplace.

Our Apprentice Administrator will play a critical role in helping us maintain the excellent standards we work to and to continue to support the journey to Outstanding

* **Quality** – you will work with the Contracts Assurance Co-ordinator to provide excellent customer service to our employers and applicants with regards to our apprenticeship vacancies. Providing clear and accurate information at all times and responding in accordance with our policies and processes.
* **Compliance** – you will work with the Contracts Assurance Co-ordinator, Operations Managers and with the operational team to follow processes for securing 100% compliance in case recording and management.
* **Sustainability** – you will assist on ensuring our Management Information Systems are accurate and up-to-date at all times. You will assist in producing performance data for the management team which can be used to inform their decision making, and reports for our commissioners which will be critical to informing future funding awards made to us.

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| Main duties and accountabilities |

The key duties and accountabilities of the Apprentice Administrator are as follows:

**Apprentice Recruitment**

* Producing vacancy advertisements and sharing on social media platforms
* Monitoring & updating our Catch22 “Recruit an Apprentice” platform
* Updating our database with new employers and recruitment opportunities
* Conducting telephone screening interviews with applicants and creating shortlists for employers
* Liaising with employers to schedule interviews
* Ensuring all candidates are ready and prepared for their interviews
* Providing candidates with feedback following interviews
* Reporting on the status of each vacancy to the rest of the team
* Ensuring all contractual documentation is in place for all employers, including Health & Safety documentation

**Compliance**

* Assisting our Contracts Assurance Co-ordinator in data input and other relevant administrative duties associated with running the apprenticeship delivery.
* Maintaining an organised electronic database
* Dealing with invoicing and employer payments in a timely manner
* Distribution of certificates to apprentices
* Registering apprentices for their qualifications with Awarding Organisations and End Point Assessment Organisations
* Assisting with the apprentice onboarding process (completion of enrolment paperwork, sending out BKSB assessments)
* Creating OneFile & Office365 accounts
* To assist on internal audits of Catch22 Programmes and to assist with the creation of reports and improvement plans to senior management. This will include desk-based auditing.
* To assist on ESFA audit inspections of Vocational Training programmes ensuring that Catch22 are well prepared before and during ESFA assurance visits.
* To become involved in supporting and advising staff on Catch22’s MIS system, processes, software and reporting so that they can use it effectively in their operational work.
* To assist as needed with the provision of data dashboards for staff that can be used to inform their decision making and efforts to continually improve our delivery
* To support the Apprenticeships team to prepare for, and manage, Ofsted inspections, Merlin and Matrix Standard inspections, and any other contract assurance inspections.
* To keep up to date and informed with development in ICT technologies, utilising new technology to ensure continual improvement to our MIS capabilities.
* To assist on performance analysis for the Self-Assessment Report (SAR) process & to set targets in the Quality Improvement Plan (QIP)

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| Other |

The Apprentice Administrator will be required to:

* Complete the Level 3 Business Administrator Apprenticeship programme in a timely fashion.
* Participate in training and development activities in order to improve your own knowledge, skills and performance, thereby enhancing the contribution you can make to help Catch22 achieve its ambitions.
* Work at all times in accordance with Catch22’s policies and procedures in relation to data protection, health and safety, our code of conduct, etc.
* To embody Catch22’s commitment to treating everybody equally regardless of their background
* Undertake any other duties as may reasonably be required in the role and as directed by your line report.

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| Organisational Relationships |  |

The Apprentice Administrator will:

* Report directly to the Contracts Assurance Co-ordinator
* Work closely with the Apprenticeships Senior Leadership Team and operational teams across the country
* Embody Catch22’s core values at all times. We want our people to always be collaborative, fearless, results driven and original.

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| Apprentice Administrator: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | * GCSEs in Maths and English at Grade 4 or above (grade C or above) |  | Application Form, BKSB online assessment Interview/Selection Process |
| **KNOWLEDGE AND EXPERIENCE** | * Experience of working with Microsoft Office software, including Outlook, PowerPoint, Word, Excel & Teams | * Experience of working with Management Information Systems * Experience in analysing and interpreting data, and in presenting data | Application Form, Interview/Selection Process |
| **SKILLS AND ABILITIES** | * Able to use your own initiative and to plan and prioritise your workload, and willing to go the extra mile when necessary to complete priority activities/meet deadlines * Able to break down a complex challenges/tasks into an ordered plan of work to achieve a given objective on time * Excellent ICT skills, particularly MS Office products, Search Engines & Social Media |  | Application Form, Interview/Selection Process |
| **OTHER** | * A personal commitment to continual professional development * A commitment to treating everybody equally and to celebrating and respecting the diversity of our apprentices, employers & colleagues * Able to work flexibly to meet the needs of the business, including occasional evening work | * Willing to travel to operational sites across the country as required, sometimes with overnight stays. | Application Form  Interview/Selection Process |