

Job Description Apprenticeship Support – Kickstart Scheme

Line Manager:	Head of Apprenticeships
Contacts:	College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies
Job Purpose:	To work as a member of the Apprenticeship team supporting with administrative duties as required.
Hours:	25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£8.91 per hour
Annual Leave:	The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)
Pension:	NEST pension scheme
Staff Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

Duties and Responsibilities:

- The role will involve various administrative tasks including but not limited to photocopying, scanning, data input, filing, email and telephone correspondence.
- You will assist staff and students with basic queries..

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people