



JOB DESCRIPTION

POST TITLE	:	Trainee Business Support Officer
SALARY	:	Up to £23,226
RESPONSIBLE TO	:	Funding Manager
CLOSING DATE	:	5.00pm Thursday 24 April 2025
INTERVIEW DATE	:	Friday 2 May 2025

Main Purpose of the Post

To assist with data input into the College data management systems, ensuring accuracy and currency of information. The post holder will have individual responsibilities and support the wider apprenticeship team with the administration of the apprenticeship provision including the apprenticeship service and eportfolio platform.

Responsibilities

- 1 To maintain up to date knowledge of developments with the ESFA apprenticeship funding rules and any other relevant regulatory bodies, which impacts upon apprenticeship delivery, ensuring that this knowledge underpins all aspects of the approach to this role.
- 2 To ensure compliance within apprenticeship paperwork/systems and be proactive in communicating with internal colleagues and external stakeholders on all matters relating to apprenticeship compliance.
- 3 To support the administration of the Apprenticeship Service account, ensuring records are accurately maintained, working with employers to ensure they are aware of their commitments.
- 4 To support the team in ensuring appropriate systems and processes are in place to collect apprentice data.
- 5 To process apprenticeship tasks timely within the Colleges data management system, ensuring accuracy and currency of information at all times.
- 6 To support the completion of sample audits throughout the year to check compliance of paperwork and apprenticeship processes in line with funding rules.
- 7 To make decisions relating to the effectiveness and reliability of evidence requirements.

- 8 To provide advice and guidance to colleagues and employers on the successful collection of evidence to support and underpin funding claims.
- 9 To support the development, implementation and management of working instructions and training documents specifying the processes, systems and procedures that ensure compliance with the ESFA apprenticeship funding rules.
- 10 Ensure compliance with GDPR.
- 11 To assure full compliance within the areas of defined responsibility and more broadly across the College with key policies notably equal opportunities and Health and Safety.
- 12 To assure full compliance with key policies, notably Single Equality; Health and Safety and Safeguarding.
- 13 To carry out such other duties as the Principal may reasonably require.

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. Core hours are as follows:

Monday – Thursday 8:40am – 5:00pm

Friday 8:40am – 4:35pm

(One hour lunch break each day)



PERSON SPECIFICATION

POST: Trainee Business Support Officer

DIVISION: Themis

<u>QUALIFICATIONS</u>	Essential(E)/ Desirable(D)	To be identified by:
1 Good general education at Level 3 (A level equivalent)	E	Application form
2 Level 2 Qualification in IT or Maths	D	Application form
<u>KNOWLEDGE/SKILLS</u>		
1 An understanding of Apprenticeship funding rules	D	Application form
2 Ability to communicate effectively	E	Application form
3 Excellent organisation and planning skills	E	Application form
4 Analysis, problem solving and decision-making skills	E	Application form
5 High level of IT literacy	D	Application form/ Interview
6 Awareness of Safeguarding legislation	D	Application form/ Interview
<u>EXPERIENCE</u>		
1 Experience of working with Apprenticeship funding	D	Application form
2 Experience of ensuring improvement in data accuracy	D	Application form/ Interview
3 Experience of working with complex management systems and administrative procedures	D	Application form/ Interview
4 Experience of data analysis and validation	D	Application form/ Interview
5 Experience of monitoring statistics and producing analytical reports to provide effective advice and guidance	D	Application form/ Interview

PERSONAL

1	Commitment to the delivery of excellent support to our stakeholders	E	Interview
2	Self-motivated and ability to prioritise own workload whilst balancing demands and priorities	E	Application form/ Interview
3	Good team working skills and commitment to team working	E	Application form/ Interview
4	A commitment to ongoing professional development	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College’s Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*