



Business Administration Apprentice

Thank you for showing an interest in our vacancy. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

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Instructions for your application

If you require any further details about this post, please do not hesitate to contact the HR Department on 023 9234 4400.

1. Job Description

This Apprenticeship will be based at Portsmouth College and will provide the right candidate with the skills needed to help start their career in Business and Administration within a College environment.

Job Title: Business Administration Apprentice

Responsible To: Relevant Learning Area Manager

Principal Responsibilities/Duties

You will be required to provide administrative support for up to three Learning Areas as directed by the relevant Learning Area Manager. You will work towards independently completing a number of core functions including general administration, data collection & analysis, letter and report writing and calendar management.

Individual Learning Area Managers will have different requirements so as you gain more experience you will need to work flexibility to meet the needs of different Learning Areas.

Specific key responsibilities that will be developed

1. To support Learning Area Managers with core business functions including general administration, data collection & analysis, letter and report writing and calendar management.
2. Carrying out designated record keeping and general administration.

3. Carry out department specific duties as required and directed by the Learning Area Manager
4. To give assistance at College functions such as Awards Evenings, Open Evenings (December, February and June) and Enrolment (August / September)
5. To help out in other College departments (e.g. Reception, Exams or the Learning Resource Centre).
6. To know and abide by the Health and Safety rules within the College and be aware of good practice in the working environment.

General Responsibilities

1. To provide a high level of customer service to students, staff and visitors
2. To fulfil your duty not to discriminate against students or potential students or staff
3. To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
4. To comply with the College Equality, Diversity and Inclusion Policy
5. To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
6. At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
7. Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
8. Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
9. Any other duties as may be reasonably allocated from time to time by the Principal.

2. Training Programme

Training to be provided:

- NVQ Level 3 Certificate in Business and Administration
- Employment Rights and Responsibilities
- If the candidate doesn't have the desired GCSE ICT he/she will need to commit to attend the Functional skills classes (evening training programme-minimum of 6 weeks).

Learning Provider: Portsmouth College

Learning Provider Description:

Portsmouth College recognise that Apprenticeships are designed to meet the needs of individuals just like you. The apprenticeship route enables individuals of all ages to work towards a nationally recognised vocational qualification. This route will help you gain economically important skills with an employer and these transferable skills will help enhance your future career development. The Portsmouth College apprenticeship team work closely

with employers, assisting them with the recruitment, selection and training of people. The success of the Portsmouth College apprenticeship training programmes is based on the rigorous assessment of the needs of the individual business and our emphasis on placing you on the right programme with a suitable employer. For the duration of your apprenticeship you will be assigned a dedicated assessor who will identify and design a training plan to meet your individual needs in partnership with an employer. This then enables us to provide you with regular one to one support in the workplace with the development of your skills. As part of the apprenticeship you will work towards achieving a nationally recognised vocational qualification allowing you to gain invaluable experience in your chosen industry through on the job training and learning whilst earning a wage, you earn and learn at the same time! The apprenticeship consists of a range of qualifications that make up an apprenticeship framework. These include a National Vocational Qualification (NVQ), a Vocational Related Qualification (VRQ), Key Skills or Functional Skills, Personal Learning and Thinking Skills and Employment Rights and Responsibilities. We currently work with small, medium and large organisations who want to invest time and training in you and your career so take control of your future today and register your interest for an apprenticeship.

Vacancy type: Advanced Level Apprenticeship

Apprenticeship Framework: Business and Administration

Expected duration: Up to 18 months

3. Person Specification

Skills Required

- Experience and an understanding of business processes and administration
- The ability to work using initiative or as part of a team
- Good communication skills (written and verbal)
- Good IT skills including knowledge of Excel and Word
- Effective interpersonal skills, for example with students, colleagues and external partners

Qualifications Required

Good general education in either GCSEs or equivalent

Personal Qualities

- A supportive and co-operative team member
- Committed to equal opportunities
- A flexible, open minded approach particularly in relation to learning new roles and skills.
- A positive attitude and hardworking approach
- Highly motivated and reliable
- Ability to manage own time well to meet competing demands
- Ability to relate well to young people and members of the community
- Appreciation of the value of education and the public sector

4. Information about Portsmouth College

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in

the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Twelve years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent regional Area Based Review (ABR) process from which Portsmouth College has emerged as a viable, resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

Student Enrolment, Success and Progression

16-19 year old student enrolments are now over 1,400, having literally doubled in the last twelve years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Seven successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 47% of them achieved A* - B grades or their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2017.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

A Culture of Innovation

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to succeed at university and in work. The programme also compliments the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative' and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

Partnership Working

The backbone of the success of the last twelve years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'able and talented' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

Principles of Recruitment

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.

- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work alone.
- We seek to appoint people who will grow with your team and with the company.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.

5. Summary of the terms and conditions of employment

- Under the terms of your apprenticeship contract, whilst only working during the College terms you are employed for the equivalent of 30 hours per week, 52 weeks per year, totalling 1560 hours per academic year
- 20% of your working time (312 hours per year) is allocated to your apprenticeship training and studies. Training will take place on one half day each week during the term. In addition, you will also be required to attend other events as part of your training time such as Functional Skills, independent work, team meetings, INSET days etc.
- The salary for this post is set at **£117.00** per week. Salary is paid monthly directly into a bank or building society account.
- This apprenticeship is temporary and is expected to last up to 18 months.
- You will be allocated the equivalent of 180 hours per academic year (equivalent of 22 days plus 8 bank holiday) annual leave. As this is a term time post, you will not be entitled to take holiday during the College terms and instead you will receive payment for holiday and this will be paid to you in twelve equal instalments over the year.
- The remaining hours (1068) are to be worked term-time (39 weeks) as detailed below:
Monday and Tuesday 9.00 am to 4.00 pm
Wednesday and Friday 9.30 am to 4.00 pm
Thursday 10.00 am to 12.30 pm
Your working day will include a 30 minute unpaid lunch break. This will equate to working an additional 4½ hours over the duration of one year and therefore a payment for this will be made at the end of this one year post.
- As part of your working hours, you may be expected to work occasional evening, holiday or weekend working to undertake your duties.
- Sick leave is in accordance with the procedures and regulations for support staff, as laid down by Portsmouth College.
- The college is committed to safeguarding children, and therefore pre-employment checks will be carried out on the successful candidate including an enhanced DBS check

- This appointment is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

Future Prospects

By completing an Apprenticeship in Business and Administration you will be preparing yourself for the world of work in a range of business settings. By completing it at Portsmouth College you will also gain a valuable insight into the workings of a public sector organisation, thus opening up further potential career avenues.

Reality Check

The post may include weekend and evening work. How flexible are you in your working hours? Do you have any commitments that would prevent you from working either regular hours or at certain times? If you get to interview stage please be prepared to discuss this in detail. (We are prepared to work around the odd commitment)

6. Instructions for applying

Should you wish to apply for this position, please forward a copy of your current CV and letter of application to the HR Department at personnel@portsmouth-college.ac.uk Shortlisted candidates will need to complete a College Application form. This vacancy is also advertised on the Apprenticeships website: www.apprenticeships.org.uk

Key Dates

Closing date for applications – **10.00 am on Wednesday 26th June 2019**
Interviews will take place on Tuesday 9th July 2019

If you have any questions, please do not hesitate to contact the HR Department on (023) 9234 4400.