



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Degree Apprenticeships Administrator
Reports to:	Degree Apprenticeships Administration Team Leader
Location:	London
Department:	QAHE- Degree Apprenticeships

2. ABOUT THE ROLE	
What you'll be doing	Working within the QAHE Degree Apprenticeship Administration team you will be responsible for providing effective administrative support across all our Degree Apprenticeships programmes working with our multiple University partners, learners and internal teams.
Key Responsibilities	<p>To provide effective and efficient administrative support on all our Degree Apprenticeship programmes</p> <p>Building positive working relationships with internal and external stakeholders and learners</p> <p>To manage programme-related student queries and act as a key point of contact for progression information.</p> <p>To handle module registration and workshop bookings</p> <p>To work with internal and external stake holders in ensuring the maintenance of accurate student record data</p> <p>To support the examination board process</p> <p>To process student withdrawals and suspensions in a timely manner</p> <p>To ensure that correct processes and procedures are followed in line with partner University and Compliance regulations</p> <p>To facilitate the mitigating circumstances process</p> <p>To produce data for external and internal reports</p> <p>To support the wider Administration function where necessary</p>
KPIs & SLAs	You will have monthly 1-2-1 meetings with your Line Manager to ensure that you are meeting targets and performing to standard. Accurate maintenance and processing of data, ability to meet deadlines, adherence to procedures, effective communication and maintaining positive working relationships with all stakeholders are key to the success of the role.
Key Working Relationships	<p>QA Registry Manager</p> <p>QA Degree Apprenticeship Administration Team Leader</p> <p>QA Degree Apprenticeship Administrators</p> <p>QA Programme Leaders</p> <p>External Stakeholders</p> <p>University Partners</p>

3. ABOUT YOU	
Skills & Abilities	<p>Excellent communication and interpersonal skills</p> <p>Strong IT Skills</p> <p>Excellent organisational, problem-solving and planning skills</p> <p>Team player</p> <p>Flexible and adaptable to change</p>

	<p>Well-organised and methodical</p> <p>Keen attention to detail</p> <p>Ability to work independently and take ownership of processes</p> <p>Ability to implement regulations</p>
Your Experience	<p>Extensive administrative experience ideally within the education sector and using student record systems</p> <p>Experience of multi-tasking and delivery to agreed timescale</p> <p>Experience of managing and prioritising complex workloads</p>
Your Knowledge	<p>Microsoft office</p>
What you'll bring to QA	<p>We're looking for an enthusiastic individual who is self-motivated and dedicated to providing an exceptional service. The individual must have a meticulous eye for detail with high organisational skills and good time management. They should be able to work as part of a team as well as individually.</p>

4. ABOUT QA	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning</p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tonnes of different services to help you. ○ We're the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.

What's on offer?	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none">○ Season ticket loan○ Corporate gym membership○ Cycle to work scheme
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