



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Degree Apprenticeships Administrator
Reports to:	Operations & Service Delivery Manager
Location:	London
Department:	QAHE- Degree Apprenticeships

2. ABOUT THE ROLE	
What you'll be doing?	To work within the QAHE Degree Apprenticeship team; completing multiple activities which promote and provide high quality support for learners/employers. A high level organisational skill and attention to detail is required , therefore the ability to time manage, effectively organise set weekly tasks and adapt to last minute changes form an important aspect of the role.
Key Responsibilities	<p>The main purposes of this role are:</p> <ul style="list-style-type: none"> - to provide effective and efficient administrative support to all Degree Apprenticeship programmes. - to manage programme related student queries. - to manage the Production of Data for internal & external reports. - to support data production for Examination & Awards Board preparation. - to take responsibility for the maintenance of student records. - to process withdrawals & suspensions in a timely manner. - to support the Administration function where necessary - to support in the booking of learner workshops - provide data to support the requisition of library resources .
KPIs & SLAs	<ul style="list-style-type: none"> • To provide effective and efficient data reporting to the Delivery Manager • To manage area of responsibility • To collate and maintain accurate records of data, producing analytical reports • To assist with the quality management of the Degree program • To work as part of a team and provide support to all areas of Degree apprenticeships • Support with ad hoc administration requirements including data cleanse; file creation; archiving; etc.
Key Working Relationships	<p>Internal – Operations, Registry, Scheduling & Admissions</p> <p>External – Customers, Apprentices, employers, University</p>

	partners
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3. ABOUT YOU	
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills • Strong IT Skills • . • Excellent organisational, problem-solving and planning skills • Excellent literacy and numerical skills • Team player • Flexible and adaptable to change • Well organised and methodical • Quality driver
Your Experience	<ul style="list-style-type: none"> ❖ Demonstrable evidence of high level of experience in time & diary management ❖ Demonstrable evidence of strong admin skills ❖ Experience of multi-tasking and delivery to agreed timescale ❖ Experience of managing and prioritising complex workloads ❖ Experience of working in an Apprenticeship field- Desirable.
Your Knowledge	<p>Must have exceptional organisational skills, a high level of accuracy and attention to detail, and the ability to work independently.</p> <p>Must be able to make good timely decisions and be accountable for them.</p>
Your Qualifications	<ul style="list-style-type: none"> - Microsoft Office products - Business / educational environment - Academic Regulations- Ideal but no essential
What you'll bring to QA	<p>Willingness to undertake a DBS check prior to formal start date being confirmed.</p> <p>Can do attitude</p> <p>Demonstrate good judgement</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.

<p>What's on offer?</p> <p>[please adjust according to the specific benefits offered for this position]</p>	<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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