



JOB DESCRIPTION

POST TITLE	:	Central Services Apprentice
SALARY	:	Up to £15,433
RESPONSIBLE TO	:	Team Leader
CLOSING DATE	:	5.00pm, Monday 6 July 2026
INTERVIEW DATE	:	Monday 13 July 2026

Main Purpose of the Post

To provide efficient administrative and operational support across the College, ensuring accurate processes, compliance, and high-quality service delivery.

Responsibilities

- 1 Provide administrative support to Divisions and Support areas across College.
- 2 Process accurate data relating to each students application, on programme and examination requirements ensuring audit compliance is maintained.
- 3 Engage with systems and processes in order to offer creative solutions to operational challenges.
- 4 Assist with the arrangement of Divisional and Cross College events. Organise and attend Divisional events, such as Awards evenings, Parents evenings and Interview evenings.
- 5 To provide cover for Student Reception and Switchboard services as required
- 6 General administrative duties including but not limited to, word-processing, photocopying, responding to telephone enquiries and collecting outgoing mail/delivering incoming mail as appropriate.
- 7 Attend team meetings and briefings and supports staff development events.
- 8 To assure full compliance within the Department and more broadly across the College with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 9 To provide a first class level of customer service with all internal and external stakeholders.
- 10 To undertake invigilation duties from time to time.
- 11 To carry out such other duties as the Principal may reasonably require.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Central Services Apprentice

DIVISION: Central Services

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Good general education including at least 4 GCSE's at grade C or above	E	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	Familiarity with Microsoft Office applications	D	Application form
2	Ability to work on own initiative	E	Application form/Interview
3	Awareness of Safeguarding Legislation	D	Application form/Interview
<u>PERSONAL</u>			
1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/ Interview
3	Good team working skills and commitment to Team working	E	Application form/ Interview
4	A commitment to ongoing professional updating	E	Application form/ Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application Form/ Interview
<u>STANDARD COLLEGE REQUIREMENTS</u>			
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	E	References/



(the College does not wish to appoint
sickness record where
there is no underlying medical reason)*

Occupational individuals with a high
Health Assessment

**Note this does not affect any individual's rights under the Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*