

Modern Apprentice – Curriculum Administration Full-Time / Fixed Term - Salary: £15,115 per annum

Perth College UHI is one of Scotland's leading Colleges of Further and Higher Education, and a large partner in Scotland's newest University, the University of the Highlands and Islands.

Perth College UHI is committed to providing learning opportunities for the young people of Perth and Kinross and through this modern apprenticeship we aim to provide skills, experience and knowledge in the world of work as well as gaining a formal qualification.

We are looking for an enthusiastic, highly motivated and committed young person between the ages of 16 and 19 years to join Perth College UHI's Modern Apprentice Programme.

The programme involves working in one key area of the college whilst working towards a SVQ in Customer Service Level 2. The post is available in the Curriculum Administration Team.

The candidate will provide administrative support relevant to the specific department whilst gaining valuable experience and real-life professional skills. The role will include customer facing tasks, general office duties and department specific software use.

There is one post available. Candidates who have recently applied for a Modern Apprenticeship with Perth College in 2016 are not yet eligible to re-apply.

To submit your application or for further information about these posts, click on 'Apply' and complete the on-screen form.

Alternatively, a recruitment pack can be requested by telephoning 01738 877444 (answering machine).

Closing date: Wednesday 8th February 2017 at 12pm.

This post undertakes regulated work with children and a Protecting Vulnerable Groups (PVG) Scheme check is required. A check will be made against the list of those barred from working with children.

We are positive about disabled people and guarantee to interview all disabled applicants who meet the minimum criteria for this vacancy.

JOB DESCRIPTION

JOB TITLE	Modern Apprentice
CURRICULUM AREA	Curriculum Administration
LOCATION	Perth College UHI
RESPONSIBLE TO	Team Leader – Curriculum Administration
HOURS OF WORK	Fixed Term, Full-time.

Purpose of Post

To undertake a Modern Apprenticeship Customer Service Level 2 and provide efficient and effective business support to the College.

Key Activities

- Provide administration support to the team.
- Use Microsoft Office Software (Word, Excel, and Access) to produce documents.
- Produce letters, memos and other documents, some of which will be confidential.
- Greet visitors and assist with enquiries and provide customer service face to face or by phone.
- Answer general telephone enquiries, for which training will be given.
- Effective delivery of office services such as maintenance of office filing systems, faxing and photocopying.
- Progress with vocational work and mandatory training to build qualification portfolio.
- Minute taking at team meetings.
- Assist at Graduation, Prize giving and marketing open days.

Training will be given in the following applications:

- Celcat room booking system.
- PECOS procurement.
- CAPITA travel booking system.
- SITS student records.

This job description does not present an exhaustive list of duties and the post holder is required to undertake other activities as reasonably instructed commensurate with the role and level of responsibility in fulfilment of the purpose of the post.

Reporting Structure

The post holder will report to the Team Leader or Manager of the appropriate area.

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

Equality and Diversity

The post holder is expected to be familiar with and to comply with the terms of the College's Equal Opportunities Strategy and associated schemes.

Health and Safety

The post holder is expected to be familiar with and to comply with the terms of the College's policies and procedures ensuring the health, safety and well-being of staff, students and visitors.

There are no identified specific health and safety risks or training needs associated with this post.

Protecting Vulnerable Groups/Disclosure Check

This post undertakes regulated work with children and a Protecting Vulnerable Groups (PVG) Scheme check is required. A check will be made against the list of those barred from working with children.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Evaluation Method
Experience		Previous experience of working in an office or school environment.	Application form and interview.
Qualifications and Training	A minimum of: SVQ1/Standard Grade. General Level Math/English or National 4 Math/English	Core skills at level 4. Completed some work experience.	Application form and interview.
Knowledge	Effective interpersonal and communications skills. IT and Keyboard Skills. Numeracy Skills. Organisational and time management skills. Ability to follow training plans for vocational portfolio building.	Knowledge of Microsoft Office products.	Application form and interview.

Skills and Abilities we are looking for:

- Interpersonal and communication skills.
- Organisational and time management skills.
- Numeracy skills. Good keyboard skills.
- Ability to follow training plans for vocational qualification portfolio building.
- Good customer care skills.

Personal qualities we are looking for:

- Ability to work as part of a team and on own initiative.
- Attention to details.
- Ability to undertake multiple tasks and work to deadlines.
- Ability to maintain confidentiality on all matters.

Perth College UHI expects that all staff recruited to the college will demonstrate the following personal attributes and values:

- High level of commitment to improving people's lives through learning.
- Outstanding levels of professional competence.
- High levels of personal integrity and respect for others.
- Ability to work well as part of a team.
- Ability to show initiative.
- Positive and proactive in responding to the needs of the College, students and other staff.
- A strong commitment to promoting equality and excellence in all we do.