

## Job Description

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**Job title:** Business Coordinator

**Reporting to:** Head of Apprenticeships

**Location:** LAT Apprenticeships (Leigh Academies Trust, Head Office)

### Key responsibilities

The following are the main responsibilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Working with the Centre Manager, lead on apprentice enrolment including responsibility for managing compliance documents, to ensure a smooth running of Inductions and a consistent and high-quality administrative service.
- Develop and maintain an up to date working knowledge of the current ESFA / Ofsted EIF regulations.
- Working with the Centre Manager, maintain the MIS (OneFile), including:- maintaining the database, building courses, creating and managing user accounts, tracking attendance, assisting with queries and carrying out training sessions with learners / employers.
- Generate weekly / monthly reports from OneFile, analyse the data and disseminate the information to the relevant stakeholder.
- Managing the quarterly apprentice and employer surveys in a timely manner, analysing responses and reporting to SMT with the results.
- Be responsible for organising the apprentice's inductions:- monitoring invites, creating agendas, attendance registers, room hire, providing OneFile training, compiling handbooks and other documents, and attending when necessary.
- Through a system of regular and rigorous data validation, work with the Centre Manager on submitting the monthly data returns (ie. ILR), ensuring the data is reliable, of high quality, and consistent.
- Undertake the administration for LAT Apprenticeships's various Board meetings (i.e. Curriculum Audit Meeting, Annual Programme Reviews etc)
- Be a key member of the team, providing a sound working knowledge of Apprenticeship information to others. This may include travelling and supporting the Business Engagement Manager (or nominee) at events.
- Be responsible for maintaining the apprentice's files (in accordance with GDPR regulations), working with the Centre Manager to complete internal audits periodically to ensure ESFA compliance.
- Manage the apprentice eligibility checks & DBS process, reporting to the Centre Manager when necessary.
- Raise purchase orders and complete other basic financial admin tasks, in a timely manner.
- Working in collaboration with the Team, help create marketing content and material (online and offline), and produce the monthly newsletter, circulating to all relevant parties.
- Working in collaboration with the Recruitment Coordinator (when required) on recruitment activities i.e. managing job boards, pre-screening candidates, arranging interviews & attending career fairs (or similar).
- Support the Head of Apprenticeships, and other team members including assessors with administrative duties.

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

You'll be able to demonstrate the following skills, experience, abilities and personal interests:

\* A - Application; I - Interview; T - Test/presentation at interview stage

Essential	Assessed via
GCSE English and Maths (grade C/4 or above) or equivalent	A
ECDL or equivalent	A
Flexibility and the ability to respond positively and proactively to changing priorities in a challenging environment	I
Experienced user of databases or Management Information Systems	A/I/T
Proficiency in planning, organising, resourcing, and monitoring ongoing jobs and projects	I/T
Excellent interpersonal skills – establishing relationships and maintaining contacts with people from a variety of backgrounds.	I
High level of accuracy and attention to detail	A/I
Ability to communicate effectively with patience and politeness with all contacts, whether verbally or in writing	I
Ability to use own initiative to problem solve, being enthusiastic in your approach	I
Ability to work in a confidential nature, with considerable tact, diplomacy and a high level of commitment	I
Desirable	Assessed via
Knowledge and understanding of the Apprenticeship environment	A/I
Knowledge and understanding of ESFA regulations / Ofsted EIF	A/I
Experience of submitting the ILR	A/I

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

#### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.