

JOB DESCRIPTION

JOB TITLE	Modern Apprentice
CURRICULUM AREA	Administration Centre
LOCATION	Moray College UHI
RESPONSIBLE TO	Administration Centre Manager
HOURS OF WORK	Fixed Term, Full-time.

Job Purpose

To effectively provide administrative support to provide administrative support to the Front of House, Admissions and Registry services, gaining practical knowledge and experience in a variety of working environments.

Key Activities

- Progress with vocational work and mandatory training to build qualification portfolio.
- You will be involved with and build up your knowledge of the full life cycle of a student, from application to enrolment - all the way to graduation.

Main duties will include:

- Provide Administrative support to ensure activities are carried out accurately and according to plan, ensuring compliance with documented processes.
- Create and maintain records, standard reports and spreadsheets to ensure information is up-to-date, easy to access and accurate.
- Process routine invoices and/or fees, carryout out basic numerical calculations.
- Carry out archiving of information to ensure its stored accurately following relevant data retention policies.
- Contribute to the organisation's continuous improvement initiatives by reviewing and recommending improvements to administrative procedures and systems.
- Provide a high level of customer service in respect of queries ensuring responses are issued promptly, accurately and following UHI Moray guidelines while maintaining key stakeholder relationships.
- Any other duties to fulfil the service we offer as an Administration team.

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 reports to the Head of Registry and Academic Operations.

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.