



**Post Title: Programme Administrator in Engineering**

**Responsible to:** Curriculum Area Manager

**Salary** £17,187 to £18,173 (A14-A17)

**Status:** Full-time/Permanent (job share or part-time will also be considered)

**Purpose of the job:** To provide an efficient, professional customer focused business and administrative support service for the Engineering Apprenticeships Academy's and Engineering Further Education.

We are looking for an enthusiastic administrator who is an effective team player but is equally confident in working independently. You will need to have good IT skills, experience working with people, an ability to plan and prioritise, and have excellent organisational abilities. You will be the first point of contact for the department, so you will need excellent communication and inter-personal skills and a positive, professional attitude. The ideal candidate should have an administrative qualification, and/or significant experience in a similar role.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS check with barred list information prior to starting employment. You must have the right to work in the UK and will be required to provide evidence to support this.

Closing date: Midnight on 8<sup>th</sup> March 2020

Assessment centre: tbc