

SYSTEMS & REPORTING

APPRENTICE – LEVEL 4

GK Apprenticeships is recruiting on behalf of Westminster City Council who believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

RESPONSIBILITIES OF THIS ROLE:

1. To support the work of the MIS & Exams Team, including work relating to data compliance, reporting, exams administration and systems maintenance and development..
2. To work towards the achievement of a Level 4 Data Analyst apprenticeship (with our partners at GK Apprenticeships).
3. To support the day to day activities of the Systems and Reporting requirements of the MIS team, helping to support the production and automation of curriculum and Examination processes.
4. To assist in the day-to-day operation of WAES main Centres providing support to curriculum teams, maintaining high customer service to internal groups.
5. To assist in the maintenance of both electronic and manual filing systems, including course and learner records to ensure effective access and retrieval of records.
6. To assist in processing the register and timetable systems and support the production of reporting for these areas.
7. To be an active member of the exams team, providing systems and reporting support, combined with some administrative tasks.
8. To assist for the task of processing all certificates received from examination bodies, ordering reprints and requesting corrections to certificates when necessary. Supporting to record all results in line with MIS processes.
9. Answering telephone and written queries relating to certificates. Entering all details onto the appropriate database and following up where necessary.

WORK STYLE:

Office based at our Lisson Grove site with occasional opportunities to work at our other sites or to work from home where appropriate. Occasional evening and Saturday support for exams and open days, time off in lieu will be given.

QUALIFICATIONS:

MUST have Level 3 qualification in a relevant IT/Data subject area!

STYLE:

£20,797 (£11.08)