

DATA SYSTEMS & REPORTING APPRENTICE - LEVEL 4

As a data systems & reporting apprentice you will be responsible to support the work of the MIS & Exams Team, including work relating to data compliance, reporting, exams administration and systems maintenance and development.

RESPONSIBILITIES OF THIS ROLE:

- To work towards the achievement of a Level 4 Data Analyst apprenticeship (with our partners at GK Apprenticeships).
- 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.
- To assist in the day-to-day operation of WAES main Centres providing support to curriculum teams, maintaining high customer service to internal groups.
- 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.
- To assist in processing the register and timetable systems and support the production of reporting for these areas.
- To be an active member of the exams team, providing systems and reporting support, combined with some administrative tasks.
- 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.
- Answering telephone and written queries relating to certificates. Entering all details onto the appropriate database and following up where necessary.

DESIRED QUALIFICATIONS:

- A previous IT qualification to a Level 3 standard or equivalent.
- 5 GCSEs @ Grade 4, which must include a maths, literature, or science-based subject / Equivalent work experience in a relevant role (minimum of 2 years)

DESIRED SKILLS:

- Comfortable in single or multiple groups to discuss problem and find solutions.
- An analytical mindset.
- A creative thinker who can think “outside the box” to find solutions from different angles.

DESIRED PERSONAL QUALITIES:

- Has a passion for all types of technology and learning how it that technology works.
- Motivated, driven and hungry to succeed

PAY & FURTHER DETAILS:

- Salary: £21,000
- Apprenticeship Duration: 18 months
- Location: Hybrid/ Lisson Grove
- Working Hours: 37.5 hours per week

ELIGIBILITY CRITERIA:

- Nationality requirements:
 - Must be a UK National or have a naturalisation certificate
 - Must be a UK resident for 4 out of the last 5 years