

Post Title:	Apprentice – Administrative Assistant	Post Number:	CS1264F
Daily Supervision:	Curriculum Administration Manager	Grade:	NMW
Department:	Curriculum Support Team	Last Updated:	December 2025

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

To provide daily administrative support for the management team, academic staff, administrative team, students and apprentices within the Assistant Principal's curriculum areas.

Principal Duties and Responsibilities:

1. To undertake a variety of administrative duties required in connection with the running of the Assistant Principals curriculum area, to include assisting members of the curriculum administration support team to complete tasks.
2. To act as a first point of contact for the Assistant Principals curriculum area providing outstanding customer service and dealing with enquiries by telephone and in person including meeting and welcoming visitors.
3. To handle mail and distribute accordingly.
4. To contribute to efficient and effective communication flow throughout the Assistant Principal area and cross college services/functions.
5. To be responsible for maintaining and issuing stationery stock and resources, ensuring appropriate systems are in place and fit for purpose to control and monitor stock levels.
6. To research and analyse information using a variety of research methods in order to organise and report data as requested by the Assistant Principal and Senior Administrative Officer.
7. To proactively design, develop and produce a variety of documents.
8. To attend meetings as and when required for the purpose of taking notes or minutes.
9. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
10. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

Person Specification

Knowledge	PSM
1. Range of GCSE qualifications	A/I
2. IT qualification at level 2 or equivalent	A/I/T

Skills/Abilities – Interpersonal	PSM
3. The ability to work in a non-discriminatory manner	A/I
4. The ability to work as part of a team	A/I
5. Good written and oral communication skills	A/I/T
6. Good telephone manner	A/I/T
7. Excellent customer service skills	A/I/T

Experience	PSM
8. Knowledge of software packages, i.e. Microsoft Word, Outlook & Excel	A/I/T

Work Related Circumstances	PSM
9. The ability and willingness to undertake relevant staff development	A/I
10. The willingness and ability to work flexibly and to cover tasks within the team	A/I
11. The willingness and ability to attend training sessions to support the apprenticeship	A/I

Skills/Abilities - Other	PSM
12. Good literacy, numerical and organisational skills	A/I/T
13. Appropriate level of IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training	A/I/T
14. Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
15. The ability to promote equality, diversity and inclusion throughout all aspects of the role.	A/I

Prepared By:	Curriculum Administration Manager
Date:	December 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

