



**WORK AT  
SHIPLEY  
COLLEGE**

# Business Development Administrator (Work placements)

**Hours:** 25 Hours per week (5 days a week 9:30 am - 2:30 pm) Term time only, 40 weeks

**Salary:** Actual Salary: £13,575.02 - £13,905.90 (pro-rata of the full time equivalent salary of: £22,072 - £22,610 per annum)

**Closing Date:** Sunday 11th August 2024 at 09:00 am. **(Advert may be closed early if sufficient applications are received. So early applications are advised.)**

**Interview Date:** To be confirmed

**Start Date:** As soon as possible (subject to satisfactory pre-employment checks)

## Shingley College - Great people, great place!

We are currently seeking a Business Development Administrator to join our team and support our work placement processes. The ideal candidate will have a solution-focused attitude towards resolving everyday challenges and be able to provide administration with a very high level of accuracy.

The successful candidate will support our work placement processes, and will therefore possess excellent communication and interpersonal skills, with the ability to establish working relationships with all stakeholders. You should be self-motivated, organised and have the ability to work independently and as part of a team.

Benefits we offer include:	We are looking for someone who has :
<ul style="list-style-type: none"> <li>• Enhanced/LGPS pension contributions</li> <li>• Access to free onsite car parks</li> <li>• CPD &amp; Development opportunities</li> <li>• Shopping discounts with discount app</li> <li>• Access to onsite reduced cost catering facilities</li> <li>• Occupational Health Services</li> <li>• Reduced cost of train travel</li> <li>• Enhanced maternity and paternity pay</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy</li> <li>• Proficiency in utilising IT tools and technologies</li> <li>• Excellent customer service and interpersonal skills</li> <li>• Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail.</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk).

Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

**Please note: there may be some flexibility in working patterns.**

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## JOB DESCRIPTION

<b>Job Title:</b>	Business Development Administrator - Work Placements
<b>Responsible to:</b>	HoD Business Development

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF JOB

BDT is a central support service that serves to facilitate the learner journey with work placements.

The primary focus of the post is to assist the team in providing a high-quality service and administration of the work placement process for the College.

A key element of the role is to ensure timely processing of placements. A good understanding in relation to the use of Management Information Systems and the ability to communicate this information effectively to a range of audiences, will be essential.

### DUTIES AND RESPONSIBILITIES

- Coordinate and manage administrative tasks to support the day-to-day operations of the Business Development Team.
- To deliver excellent customer service when dealing with stakeholders and to address any attendance queries or other issues that may arise whilst students are on placement.
- To liaise with students and tutors/ assessors with regards to making arrangements for placements.
- To occasionally complete placement reviews with employers via telephone or online meetings.



- Assist in the organisation and execution of events, workshops, and meetings related to business development initiatives.
- Maintain accurate records and databases, ensuring timely and efficient information retrieval for team members.
- Act as a liaison between the Business Development Team and internal/external stakeholders, facilitating effective communication.
- Prepare and format reports, presentations, and documents to support business development efforts.
- Collaborate with other administrative staff to streamline processes and enhance overall team efficiency.
- Provide general administrative support, including answering phones, managing emails, and handling routine inquiries.
- Stay informed about industry trends and college initiatives to contribute proactively to business development discussions.
- To occasionally work outside of normal working hours to assist with placements.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent (or be willing to work towards)
Competence in the use of a range of IT skills
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context
Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within Shipley College and the wider community
Friendly, approachable and polite
Effective organisational and administrative skills with accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a demanding workload

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Willingness to undertake job training and to attend relevant staff development programmes
Able to work flexible hours when required to meet the needs of the business
Previous experience of working in further education environment in a student facing role

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Knowledge and experience of Equality, Diversity and Safeguarding
Experience of using a learner management information system
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

# Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the College's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**97% of students agree that the College is a safe place to learn.**

**96% of students agree that College staff are friendly and helpful.**



