

## Apprentice Job Description

**Job title:** Compliance Administrator Apprentice  
**Grade:** Apprentice Grade Level 3  
**Responsible to:** Company Secretary and Data Protection Officer

**Purpose of the job:** To learn skills in operational business administration, these skills support the Trust Office in day to day administration of compliance, data protection and governance.

**Qualification:** Business Level 3

**Length of Contract:** 18 months

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### Job Summary:

This is a fantastic opportunity to develop your skills and experience by working as a Compliance Administrative Apprentice within the Trust. Apprenticeships give you the opportunity and support to develop new work- placed skills in an organisation committed to your professional success.

As an Apprentice, you will fully commit to the 20% off-the-job training requirements of the post alongside your normal day-to-day job. The post holder will complete a course of study and/or all learning and development requirements of the role.

You will have the opportunity to participate in a supportive environment to develop the behaviours, knowledge and professional skills required of the role and the team. You will commit to your professional development plan, set out at the beginning of your Apprenticeship.

As an Apprentice you will be expected to take ownership of the tasks and projects set out by your line manager and understand the importance of managing both professional and learning responsibilities.

### Main purpose of Post: Duties

1. Provide administrative support to the Governance Officer for governor applications including checking of application forms, referee details and ensuring that references are requested and received.
2. Provide administrative support to the DPO and Deputy DPO for freedom of information requests liaising with academies to request information, translating the information into an easy to read format, and ensuring that responses are received in a timely fashion.
3. Provide administrative support to the DPO and Deputy DPO for subject access requests ensuring that documents are redacted in accordance with guidance provided, printed and distributed securely.
4. Undertake compliance website checks across all 24 academies updating the compliance audit checklist on a quarterly basis and reporting on findings.
5. Using multiple IT packages and systems relevant to the Trust in order to: write letters or emails, record and analyse data.
6. To assist in developing and maintaining an effective SharePoint filing system: regularly reviewing in order to archive/dispose of dated material whilst ensuring that all archived documents are stored appropriately.
7. To assist in the production of accurate monthly reports and documents including sending out email reminders and following up non-compliance.

8. To work as part of the Team providing an excellent level of operational support.
  9. Builds and maintains effective working positive relationships within their own team and across the Trust.
  10. To meet all learning commitments of the apprenticeship as directed by your line manager or the learning/training provider. Assigned qualifications and an end point assessment must be completed. This can include presentations, portfolios, units of assessment and exams.
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### **Skills:**

An Apprentice is expected to bring with them the following skills and a willingness to develop them further:

- 1) **Good Communication Skills-** Building good relationships is fundamental to the delivery of services.
- 2) **Organisational Skills-** The ability to manage your own workload and to work to team and project deadlines.
- 3) **Teamwork and Cooperation-** The ability to work flexibly in a team and contribute to a supportive work environment.
- 4) **Adaptability and flexibility-** Apprentices work in fluid, fast-paced & exciting environments. These skills are vital to responding to situations in the workplace.