



Business Admin Tutor

Football Family is currently recruiting for a Business Admin Tutor. This is an excellent opportunity for the right candidate to help develop an innovative educational package to train business administrator within the education sector. This includes to carry out teaching, learning and assessment activities across a variety of training programmes including apprenticeships in Business Admin.

The successful candidate will participate fully in the planning, development, and implementation of the above provisions. They will track learner progress and ensure target success rates are achieved.

Applicants should:

- Good team player
- Ability to work flexibly and enthusiastically within a team or on own initiative.
- Reliable
- Able to multitask
- Desire to provide exceptional service
- Eager to assist in the continuous growth and development of the organisation
- Desire to promote, embrace and manage change
- Contribute to a happy working environment

Skills

- Computer literate and skilled in the use of Excel, Word, and Outlook
- Excellent attention to detail and accuracy
- Ability to prioritise workload with conflicting priorities effectively
- Able to work under pressure and still maintain a high level of accuracy and attention to detail
- Strong background in management strategies, admin functions and improvement processes
- Ability to respond positively and sympathetically to learners and provide appropriate support.
- Knowledge of a range of teaching and learning strategies that provide learner progression and success.
- Strong communication skills, oral and written and the ability to network effectively



This is an extremely exciting time to join us as we invest in the future workforce. If you have the ambition, drive, and qualities we are looking for, then apply for our Business Admin Tutor role today.

Please be aware that interviews will be conducted remotely using Zoom or TEAMS. We will provide more details on this to candidates that are being shortlisted.

We offer a highly competitive starting salary of TBC annum, 20 days holiday plus statutory bank holidays, flexible working arrangements, training, and development.

Hours of Work: Full-time, 37.5 hours per week.

Holiday Entitlement: 28 days per annum

Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining Football Family.

The successful applicant will be required to produce their passport or full birth certificate and any other 'Right to Work' information prior to starting work at Football Family

Football Family is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. We are committed to safeguarding the welfare of children and young people.

Football Family is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.