

## Job Description: Recruitment Administrator Apprentice

### **Role Specific**

1. To provide a high quality 'first point of contact' reception service for the Sales and recruitment department, in a fast-paced environment, dealing with phone calls, emails and face-to-face enquiries including Teams meetings.
2. To answer internal and external enquiries in a courteous and informative manner, providing excellent customer care at all times
3. To provide a comprehensive administrative support service to the sales and recruitment department
4. To advertise incoming apprenticeship vacancies on the national apprenticeship service and indeed.
5. To liaise with employers regarding vacancies if more information is required and to provide timely updates.
6. To provide support for the BKSb initial assessment set up and reminders for all apprenticeship learners.
7. To use internal software to request employer information details to be able to recruit.
8. To be fully aware of, comply to, and promote all the colleges policies, including Financial Regulations
9. You must be willing to take an active part in your own learning and be willing to both undertake and provide appropriate training and staff development. In carrying out your duties, you must comply with Health and Safety Regulations and be aware of the college statements on Health and Safety
10. The post holder will be expected to work flexibly and efficiently, maintaining the highest professional standards
11. To ensure the development of equality of opportunity throughout all aspects of service delivery, whether within the team or through interactions with other College areas and external partnerships
12. Undertake specified daily tasks requested by the recruitment team.
13. Log and track all current vacancies.
14. Undertake training to be able to sort through incoming applicants for apprenticeships.
15. Take part in the monthly assessment centres along with the recruitment and sales team.
16. Prioritise own tasks on a day to day basis
17. Provide support during the evening on the odd occasion for interview evenings or open events
18. Taking part in departmental meetings as a team member and actively sharing experience, knowledge and solutions with others
19. Be familiar with, provide input to and practice departmental procedures
20. Provide advice and information about the different apprenticeships we offer and direct them on how they can apply
21. To liaise with the Health and safety team on new requests
22. Assist the Recruitment Team Leader with any internal/external events.
23. Be able to use excel and Teams as part of your role along with the rest of the team.

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### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Recruitment Apprentice
Qualifications and Attainments	Essential / Desirable
Maths and English at Grade C or above	<b>Essential</b>
Level 2 qualification or equivalent in administration	<b>Desirable</b>
Additional qualification in IT subject	<b>Desirable</b>
Training, Experience and Knowledge	
Proven working experience in a client-facing team environment with strong communication skills and ability to work under pressure	<b>Desirable</b>
Demonstrable experience in offering information and advice to any incoming employer enquiries or students	<b>Desirable</b>
Experience in an administration role.	<b>Desirable</b>
Excellent knowledge of common applications, excel and Office.	<b>Essential</b>
Demonstrable troubleshooting and multi-tasking skills	<b>Essential</b>
Experience of working in an education environment	<b>Desirable</b>
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	<b>Essential</b>
A logical and proactive approach to recruitment skills	<b>Essential</b>
Strong client-facing and communication skills	<b>Essential</b>
Excellent administrative skills	<b>Essential</b>
Be a team player but also have the ability to work well independently	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>
Flexible approach to working times in line with the College	<b>Essential</b>