



# JOB DESCRIPTION

**JOB TITLE:      APPRENTICE                      -                      TRAINEESHIP                      AND  
                         APPRENTICESHIP HUB  
                         (LEVEL 3 RECRUITMENT ADMIN APPRENTICE)**

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## **JOB PURPOSE**

An exciting opportunity for an apprentice that would love to work in a fast-paced environment supporting the Traineeship and Apprenticeship Hub Recruitment Team. As an apprentice you will provide administrative support to the team and support with communication and process to employers plus and will be assigned duties within the Traineeship and Apprenticeship Hub based at South West Skills Campus.

You will work towards a Level 3 Business Admin Apprenticeship to support your development in this job role. You will need to demonstrate excellent administrative skills, confident communication skills and a flexible approach and willingness to learn the college wide processes.

## **DUTIES AND RESPONSIBILITIES**

Normally as a matter of routine under the specific guidance of the line manager:

- To undertake employer administration, contacting candidates and employers via email and phone regarding the Apprenticeship journey to provide support.
- To follow and maintain processes under supervision, preparing apprentice information packs and templates for the team.
- Prepare data and present information for the Apprentice Recruitment Manager using College systems.
- Be part of a team that will coordinate internal and external events and meetings.
- To use various internal databases and systems to input data onto spreadsheets or databases, updating internal and external platforms for marketing of Traineeships and Apprenticeships.
- Review and update when directed social media accounts on behalf of Weston College to generate and engage, plus updating information on a provider platform.
- Liaise with personnel in other departments to obtain and provide information.



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## **GENERIC DUTIES AND RESPONSIBILITIES**

In addition to the requirements of the post above, you will be required to:

- Undertake responsibility for the Health and Safety activities as detailed in the College Health and Safety Policy Statement and Operating Manual.
- Comply with all College policies and procedures.
- Comply with Information Security requirements, in line with Weston College policy.
- Carry out such other duties as are required and as are commensurate with the grade of the post.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

Apprentices will ultimately report the Head of Faculty/Department to which they have been assigned.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Business Support staff applies.

## **SALARY**

Apprentice Scale: £17,771.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

**Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.**



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<p>Five GCSEs at Grade 4/C or above (or equivalent), including Mathematics and English.</p> <p><i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i></p>	✓	
IT Literate in Microsoft Office (Word, Excel, etc).	✓	
Excellent attention to detail with the ability to manage workload and complete tasks in a timely manner.	✓	
Excellent interpersonal communication skills with a passion for excellence, verbal and written	✓	
Professional in approach and conduct, including remaining confidentially	✓	
Customer focused (internally and externally).	✓	
Evidence of experience in an administrative or office environment.		✓
Own transport if assigned to another College site.		✓