



Apprenticeship Recruitment Service Officer

Reporting To:	Head of Account Management
Working Hours:	Full Time (5 days a week) 08.30-5.00pm
Salary:	Scale point 17-22 (currently £21,666 - £25,328)
Job Code:	PC S4
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

Working within the college’s Business Services team, leading on the college’s apprenticeship recruitment service with responsibility for the full recruitment journey, placing candidates in apprenticeship opportunities delivered by the college.

Duties and Responsibilities of the Job

a. Support and guide employers and candidates through the full apprenticeship recruitment process to ensure successful enrolment onto college delivered apprenticeship programmes
b. Responsible for the continuous development of the college’s candidate Talent Bank (candidate database) service, processing applications, ensuring that registered candidates are regularly communicated to and their availability and preferences are updated
c. Working closely with Business Account Managers to provide support and guidance to employers on how to maximise the success of their apprenticeship recruitment.
d. Placing of apprenticeship vacancies on a range of job boards including the government’s recruit an apprentice website and promoting the vacancies on specific college social media channels
e. Support and guide employer’s selection process to include managing and processing applications, shortlisting, agreeing interview timelines, arranging interviews and providing feedback to interviewed candidates
f. Ensuring that all successful candidates complete appropriate apprenticeship eligibility checks, including right to work, prior attainment and initial assessments
g. Continually review recruitment policies, procedures and paperwork to ensure effectiveness of service provide to employers and candidates



h. Responsible for vetting employer non-apprenticeship vacancies submitted and uploading to the college's employer vacancy page.
i. Acting as the go to within the College for anyone with questions and queries regarding apprenticeship recruitment, including presenting the feature and benefits of services offered, representing the college externally promoting the services and offering advice and guidance in relation to careers guidance to be successful in securing an apprenticeship.
j. Operating within the legal framework and adhering to policy to ensure non-discriminatory selection recruitment and selection procedures and ensuring employers are aware of their legal obligations.
k. working towards and exceeding targets relating to the number of candidates placed with recruiting employers, number of candidates added to college's Talent Bank Service and employer and candidate feedback on quality of service received
l. Assisting with filing and any other administrative tasks as required.

Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies
b. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD
c. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities
d. Participate in, and contribute to, activities involving the recruitment, marketing and promotional activities on behalf of the College
e. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive



Essential criteria for the post
a. Experience of administering recruitment processes, supporting either internal colleagues or external clients to successfully source, shortlist and appoint new employees
b. Organised, methodical, flexible and adaptable approach with a keen eye for detail and the ability to deliver accurate administration and record keeping
c. Excellent IT skills including MS Office and advertising and social media platforms
d. Minimum Level 1 in literacy and numeracy
e. Excellent written and verbal communication skills are essential including presenting information virtually
f. Creative thinker, someone who is able to take ownership of their work and develop new and innovative ways of making the service offered as engaging and successful as possible.
g. Confident in engaging with a broad range of people, whether individuals starting out on their career or business owners who are looking to grow their workforce via an apprenticeship scheme.
h. Able to work alone with clear direction
i. Integrity and friendly approach

Desirable criteria
a. Experience of working in the recruitment sector, either as a consultant or resourcer or in house as part of an HR function.
b. Understanding of apprenticeship standards, the digital apprenticeship service and the recruit an apprentice vacancy service
c. Understanding of employment law and employer best practice
d. HR/Recruitment qualification



CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Additional benefits include access to our Employee Assistance Programme, Cycle to Work Scheme, gym access and a range of staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.



The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal