

## **Apprenticeship Recruitment Placement Officer**

### **Job Description**

<b>Area</b>	<b>: Business Development</b>
<b>Salary</b>	<b>: £23,492 (<i>per annum</i>)</b>
<b>Hours of Work</b> <i>(Full-time/Part-time)</i>	<b>: 37</b>
<b>Line Manager</b>	<b>: Employer Engagement Manager</b>
<b>Responsibility for</b>	<b>: Support Apprenticeship Recruitment applications; <i>and</i></b> <b>: Generate applications and match candidates to apprenticeship vacancies.</b>

### **Main Purpose of Job:**

To provide general administrative / coordination support to the College in order to ensure that work placements:

- Meet the needs of learners, employers and other stakeholders;
- are of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- reflect the vision, mission, aims and values of the College;
- is effective, efficient and provides excellent value for money; *and*
- promotes a culture of excellence and equality.

### **Key Duties and Responsibilities:**

1. Work as part of a team with the Business Development Executives and the wider work-based learning department to deliver an outstanding service to potential learners, parents, and employers.
2. Act as the first point of call for incoming Apprenticeship Recruitment applications, work with the School liaison team and Personal Development Tutors to generate further interest and ultimately match suitable candidates to apprenticeship vacancies in a timely fashion.
3. Work with Apprenticeship Recruitment candidates to enable them to promote themselves to prospective employers by supporting with CV writing, interview, and presentation skills, offering advice and guidance on applying for appropriate vacancies.
4. Liaise with faculty areas to promote apprenticeships as a potential destination to our students promoting specific opportunities at appropriate points in the academic year.
5. Scan, check and post vacancies on gov.uk, screen applicants and forward as appropriate, monitoring and recording number of applications.
6. Support any assessment centers, events and activity related to the generation of candidates for apprenticeship vacancies as appropriate to meet the requirements of our employers.
7. Offer advice and guidance to unsuccessful candidates, signposting to agencies and providing opportunities for developing/enhancing skills through short courses as appropriate.

8. Report on live vacancies, interest levels, emerging sectors, and conversion rates.
9. Act as an advocate for apprenticeships across college, seizing opportunities to work collaboratively with colleagues.
10. Manage applicants received through gov.uk, keeping the system up to date, closing, extending and re-opening vacancies as requested by Business Development colleagues.
11. Circulate apprenticeship opportunities weekly, internally and externally as agreed.
12. Ensure key processes e.g., risk assessments are followed.
13. Liaise with Business Development colleagues to share ideas and seek opportunities for apprenticeships.
14. Undertake administrative duties, arrange meetings, and complete associated paperwork.
15. Perform specialist duties including:
  - a. ensuring that experience of work contributes to the success of students;
  - b. developing and delivering support materials to prepare students for experience of work and employment; *and*
  - c. assisting in the identification of suitable work/community placements for students.

#### **Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
4. Actively contribute to the risk management of the College.
5. Positively promote and implement the College's strategies on equality, diversity, safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



## Apprenticeship Recruitment Placement Officer Person Specification

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
<b>Education and Qualifications</b>						
<u>Essential</u>						
• GCSE Grade C (4/5) in English and Maths ( <i>or equivalent, or willingness to work towards an appropriate standard</i> )	✓				✓	
• Good general level of education	✓				✓	
• IT qualification or willingness to work to achieve an appropriate standard	✓				✓	
<b>Skills and Experience</b>						
<u>Essential</u>						
• Excellent level of digital literacy		✓				
• Proven ability to organise and plan	✓					✓
• Experience of using appropriate IT packages e.g., Word, Excel and PowerPoint	✓	✓				
• To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous, and welcoming manner	✓		✓			✓
<b>Personal Attributes</b>						
<u>Essential</u>						
• Self-motivation and a willingness to learn and develop new skills			✓			
• Flexibility and ability to work under pressure			✓			
• Ability and willingness to travel within the local area			✓			
• Ability to work under minimum supervision			✓			✓
• A genuine desire to take maximum advantage of an excellent learning and career opportunity			✓			
• A positive 'can do' attitude			✓			
• Respect for confidentiality			✓			✓
<b>Other requirements for employment</b>						
<u>Essential</u>						
• Enhanced DBS check						

Updated: July 2025