



HIGH  
SPEED  
RAIL

NATIONAL COLLEGE FOR  
HIGH SPEED RAIL

JOB DESCRIPTION

Business Administration Apprentice

<b>Job title:</b>	Business Administration Apprentice - Recruitment and Engagement
<b>Salary</b>	£13,787
<b>Contract type</b>	Apprentice – 2 year fixed term contract 37.5 hours per week
<b>Reporting to:</b>	Recruitment Executive
<b>Location:</b>	Doncaster based with some travel, including visits to the Birmingham site.
The location, hours of work and duties could be varied according to the needs of the service.	

### 1. Context

The National College for High Speed Rail is a brand new incorporated FE College that has been established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College is training learners from the age of 19 in a range of Higher Apprenticeships and higher education qualifications. Learners who have attended the College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The College’s vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened our doors to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of ‘spokes’ via partner arrangements across the UK.

Being involved at the beginning of this exciting journey, we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development.

### 2. Job purpose

Working as part of the Business Engagement and Recruitment team to provide support for all sales and recruitment activity.

### 3. Reporting relationships

The post holder will be responsible to the Recruitment Executive.

#### 4. Accountabilities

- To provide general administrative support to the Business Engagement and Recruitment team.
- To support the college/team at internal and external engagement events.
- To assist with the co-ordination of learner recruitment processes, including liaising with partner agencies, employers and issuing relevant correspondence where necessary.
- To act as an initial point of contact for external callers on recruitment and admissions enquiries.
- To advertise employer vacancies on the 'Recruit An Apprenticeship' site (RAA).
- To support with the UCAS application process.
- To support with the pre-screening of applications.
- To support with the assessment centre process.
- To organize and book candidate interviews, liaising directly with employers, where appropriate.
- To provide candidates with appropriate feedback regarding their application progress.
- To support with the management of applicant files, ensuring they are GDPR compliant and meet data retention and records management policies.
- To support the induction and on boarding process and ensure reference checks, DBS, Right to Work and entry criteria checks are completed in a timely manner.
- To update the target and pipeline white boards in a timely manner.
- To support the team with the updating of the systems such as trackers, EBS and CRM.
- To keep recruitment and sales data up to date including Equality and Diversity analysis.
- To support the team with identifying new opportunities by way of research and collation of data.
- To monitor and filter the team email inboxes, where appropriate, ensuring queries and tasks are passed on to the correct people and dealing with those within your remit.
- To provide support to other teams within the College as required.
- To participate in appropriate meetings as required within the College.
- This is a development role therefore additional duties and projects will be assigned as your knowledge and experience grows.

#### 5. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your grade at your initial place of work or at any other college site.
- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

## Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

Sections			
	Skills, knowledge and aptitudes	<p>Minimum of 5 GCSEs grades A* to C including English and Maths</p> <p>A levels/Btec qualifications</p> <p>Good IT skills- Microsoft word, Excel, Office and PowerPoint</p> <p>Excellent planning, organisation, prioritisation and attention to detail</p> <p>Strong communication skills both written and verbal</p> <p>Ability to deal with enquiries professionally</p> <p>Understanding of working with confidential and sensitive information</p> <p>Excellent customer service skills, confidently interacting with internal and external people</p> <p>An understanding of and a desire for a career in recruitment and business engagement.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
	Experience	<p>Work experience in a customer focussed, sales or recruitment environment</p> <p>Work experience within a team</p>	<p>D</p> <p>D</p>
	Personal attributes	Committed to high standards and the achievement of excellence	E

		<p>Ability to work collaboratively and cooperatively</p> <p>Ability to be flexible and adapt to changes</p> <p>Commitment to supporting and promoting the College Vision and Values</p>	<p>E</p> <p>E</p> <p>E</p>
	Special requirements	NCHSR is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so	E