

<b>JOB TITLE:</b>	<b>Senior Contract &amp; Recruitment Administrator (Maternity Cover)</b>
<b>REPORTING MANAGER:</b>	<b>General Manager</b>

	Essential	Desirable
<b>Education and qualifications</b>	GCSE English and Maths Grade 4 or above	Professional qualification L3 or above.  Current First Aid Certificate.
<b>Knowledge</b>	Working in a busy office with a strong customer service ethos.  Ability to work effectively within and between teams to achieve common objectives.  Good experience of using systems for data entry and reporting.  Experience of providing co-ordination and administrative support in the post-16 learning environment.  Working in an education or training environment.	Knowledge of current ESFA funding rules for Traineeships and Apprenticeships.
<b>Experience</b>	Ideally 2 years office experience in a more senior administration role.  Using a variety of IT applications to a high standard.	Good working knowledge of ProSolutions database.  Experience of working in the area of apprenticeships and funding.  Experience of working with apprenticeship systems such as the Apprenticeship Service.
<b>Aptitude and skills</b>	Excellent IT skills including experience of Microsoft Office.  Good communication skills, and the ability to interact with and communicate complex issues to colleagues.  Excellent accuracy and attention to detail skills.  Ability to work on own initiative, manage time effectively and problem solve, but to exercise sound judgement and escalate appropriate issues that present a risk or opportunity.  Time management and organisational skills, demonstrating the ability to work under pressure, progress tasks concurrently and to prioritise work effectively to meet deadlines.	

## PERSON SPECIFICATION

	<p>Proven experience of successfully managing multiple tasks to deadlines and responding positively to challenges and difficulties.</p> <p>Ability to work as part of a team adhering to strict time constraints.</p> <p>Ability to adapt quickly and flexibly to change and learn new processes quickly and thoroughly.</p> <p>Ability to track and monitor data and evidence, compliance and work with colleagues and clients to quickly address gaps.</p> <p>Flexible in working hours when necessary.</p>	
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