



## JOB DESCRIPTION



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

To provide effective administration to meet the contractual requirements for the ESFA, Bedford College Group and Aston.

### **Principle Responsibilities:**

#### **Recruitment**

Advertising main vacancies on NAS, Indeed and Aston's website. Screen applications for suitability requesting certificates and permission to access Learning Record System (LRS). Conduct hairdressing candidate interviews and initial assessments.

Arrange interviews/work trials for successful candidates. Liaising effectively with the candidates through the recruitment journey. Obtain feedback from work placements/trials and communicate effectively back to the candidates.

#### **Student/Contract Administration**

Manage the day-to-day administration, data and compliance for our ESFA funded learners and private learners over the course of their qualification, monitor changes in learner circumstance, gather sufficient evidence and process requests.

Prepare induction and start paperwork for a variety of qualifications and set up student files and portfolios (online/hard copy).

Collate remote learning evidence for learner files. Prepare and close learner files. Establish and maintain effective working relationships with employers. Maintain and update internal records for learner engagement. Ensure learner enrolment paperwork meets audit requirements.

Register learners on a variety of qualifications, print evidence for learner files and update registration dates/numbers on relevant Management Information Systems (MIS).

Process learner registrations and enter and check that learner information and data into our learner database is correct (EBS).

To support apprenticeship financing including the raising of invoices and processing of additional payments to employers for apprenticeships based on creating, maintaining and tracking evidence.

Create documentation, process, and procedure in line with ESFA funding requirements, and support the coordination with awarding bodies for EQA visits and reports.

Process learners to Gateway on the various End Point Assessment (EPA) Portals. Organise and book EPA with tutors/learners/employers.

Gather feedback from learners and employers through e-surveys and telephone calls throughout their programme and produce feedback reports and progress reports including learner completion reports for Management.

Undertake internal audits of learner documentation. Close down leaver files ensuring all correct documentation is held to meet audit requirements.

Archiving of learner files/portfolios and maintain an up to date database to ensure all information is destroyed within the correct timeframe according to Record Management Policy.

General adhoc duties to be carried out throughout the business and wider business.