



*Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).*

## About the Role – Employment Details

Post Number	A112
Job Title	Onboarding Administrator x3
Salary	£15.98 per hour (Including holiday pay)
Contract Type	Up to 37 hours per week - Fixed Term Contract from 29 June to 02 October 2026
Campus	Gloucester
Department	Employer Training and Apprenticeships
Reporting To	Operations and Recruitment Manager
Holiday	Not Applicable

## About the Role – Meet the Team

Gloucestershire Professional Services (GPS) are recruiting Student Onboarding Administration Support staff to join the Employer Training and Apprenticeships team at Gloucestershire College from June to October 2026 to assist during their busy enrolment period.

Based at the Gloucester campus, this is a varied role where you will be supporting all aspects of apprentice recruitment and onboarding.

The role will see you providing advice and guidance through interviews with future apprentices, assisting with employer queries, completing administration tasks such as completion of interview paperwork, responding to emails and electronic filing and collation of documents.

You will need to provide an efficient, customer focused service to both employers and potential candidates. You will also deal with incoming phone calls and emails, as well as providing a professional first point of contact.

## About the Role – Duties and Responsibilities

- Support the apprenticeship team to collect and collate paperwork for apprentice onboarding.
- Provide a professional, efficient and friendly recruitment service within agreed quality and service standards for both employers and apprentices.
- Working with the Business Consultants in the process of preparing and administering employer apprenticeship advertisements, maintaining regular contact with employers throughout the process.
- Utilise and update a number of IT and web-based systems in order to provide an effective and efficient recruitment and matching service.
- Administer and maintain the apprenticeship candidate pool ensuring there are strong candidates for employer vacancies.





- Work with apprenticeship administration team to complete tasks in line with the recruitment, selection and matching of apprentices to employer vacancies.
- Actively and positively promote the services offered by the Employer Training and Apprenticeships department.
- Support the team in day-to-day operational issues and identify improvement opportunities within the appropriate feedback mechanisms.

### About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

### About the You

#### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>- Experience of working within a fast-paced customer service environment</li> <li>- Confident and experienced in the use of computer software, including Microsoft word, excel and databases.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>- GCSE grade 4/C (or equivalent) in English and maths.</li> <li>- Experience and knowledge of apprenticeships.</li> <li>- Experience of dealing with internal and external stakeholders at various levels.</li> <li>- Qualified to at least level 2 Business Administration Equality and Diversity and Safeguarding training</li> <li>- Experience of working with tight deadlines and contributing to the team to achieve objectives in relation to both volumes of work and quality standards.</li> </ul>





### The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"><li>– Excellent attention to detail.</li><li>– Approachable, flexible and amenable</li><li>– Excellent customer service skills, understanding professional standards required in dealing with customers both internally and externally.</li><li>– Excellent ICT skills with a good understanding of Microsoft Office.</li><li>– Excellent team player with effective communication skills, including written, oral and non-verbal communication.</li><li>– Able to plan and manage time and workload effectively and efficiently.</li></ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>– Able to travel between college sites (if required)</li><li>– Undertake any training required for the role</li><li>– Hold an Enhanced DBS check or be willing to undertake a check.</li><li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li></ul>

