**Apprentice Compliance Admin Officer (Greenwich Peninsular, London)**

**REF: DT1**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £12,000 (Rising to £13,312 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - Monday to Friday 08:30am - 5.30pm with 1-hour unpaid lunch. (40 hours a week)**

**What will the apprentice be doing?**

***An excellent opportunity for a candidate who is interested in working within this successful recruitment company. We are looking for an Apprentice Recruitment /Compliance Support to join our successful team. This is an exciting opportunity for an organised reliable person who may want to progress their career within recruitment. Business administrator level 3 apprenticeship.***

***To follow and assist in the process of maintaining the compliance of registered candidates. The Individual will play an active role in liaising with the consultants and the compliance team with regards to live and registered candidates currently working. The individual will also aim to reactivate existing candidates on the database as well as liaising with externals suppliers to maintain current candidate’s documents. The Individual will also play an active but small role in facilitating the payment of workers and client invoicing by keeping accurate records of timesheets received from workers and entering this information onto the system.***

**Duties would include:**

* Obtaining all documentation from candidates required by governing body
* Updating candidates on the status of their pending or expired compliance documents
* Advising candidates on facilities providing Training, immunisations, verification service etc.
* Liaising with occupational health with regards to blood tests being acceptable
* To lead Internal and External audits and liaise with Auditors to ensure their requirements are met
* To utilise emails, internal database, phone calls and post as means of contact
* To seek information in order to be well informed on the changes relating to market compliance at all times.
* To keep inventory of stock including stationery and uniforms.
* To always seek ways for the business to be more cost effective in meeting the needs of candidates and clients
* To gather the relevant information needed to compile management information reports for Framework bodies

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

Full-time position.

Opportunity to progress within the company.

**Desired skills and personal qualities**

* Communication skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Team working
* Initiative
* Ability to prioritise workload
* Ability to work under pressure
* Ability to multitask effective
* Performance driven
* Self-Motivated
* Flexible
* Results driven
* Maintain relationships
* Prioritise workload

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) ESSENTIAL
* GCSE or equivalent Maths (Grade A\*- C or 4-9) ESSENTIAL
* A Level or equivalent Any (Grade 1-9 (A\*-G)) desirable
* BTEC or equivalent Any (Grade Pass/Merit/Distinction) desirable

**Things to consider**

The list of responsibilities is not exhaustive, and the post holder should show flexibility to carry out other reasonable tasks or responsibilities under the direction of a manager. Some UK travel – Open days. Some Out Of Hours working to meet business requirements. Take part in campaigns. Provide effective cover for team members.

**About the employer**

We are a company set up to service the needs of Healthcare organisations to find suitable Nursing staff predominantly for day shifts. We understand that Healthcare is a 24 hour, 365 days a year business and as such requires true flexibility whereby Healthcare institutions are adequately staffed around the clock.