



Person Specification

Job Title

Recruitment Assistant

Qualifications	✓
Essential	
<ul style="list-style-type: none"> English and maths Level 2 	A/I
Desirable	
<ul style="list-style-type: none"> CIPD Level 3 qualification or working towards 	A/I
Key skills	
Essential	
<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to communicate with staff at all levels, learners and external customers in an effective manner 	A/I
<ul style="list-style-type: none"> Excellent organisation and planning skills with the ability to prioritise the workload whilst meeting tight deadlines 	A/I
<ul style="list-style-type: none"> Ability to handle queries effectively and efficiently across a number of mediums (e.g. telephone, e-mail, in-person) 	A/I
<ul style="list-style-type: none"> Ability to communicate verbally and in writing with people at all levels (internally and externally) 	A/I
<ul style="list-style-type: none"> Working as part of a delivery team or on own initiative 	A/I
<ul style="list-style-type: none"> Ability to effectively manage a varied workload and be adaptable to change 	A/I
<ul style="list-style-type: none"> Strong sense of accuracy and excellent attention to detail 	A/I
<ul style="list-style-type: none"> Adaptable and flexible approach to all tasks and situations 	A/I
<ul style="list-style-type: none"> Ability to plan and organise own time effectively, prioritising, and setting of realistic timescales. 	A/I
<ul style="list-style-type: none"> Ability to use appropriate judgement to seek and clarify detail where appropriate and to recognise when issues need to be passed to a senior colleague. 	A/I
<ul style="list-style-type: none"> Ensure high levels of confidentiality and communication are maintained. 	A/I
<ul style="list-style-type: none"> Confident in the delivery of face to face training/information. 	A/I
Experience	
Essential	
<ul style="list-style-type: none"> Experience of administration in a busy office environment 	A/I
<ul style="list-style-type: none"> Experience of producing accurate and complex documents 	A/I
<ul style="list-style-type: none"> Accurate maintenance of records 	A/I
Desirable	
<ul style="list-style-type: none"> Using a HR/Payroll information system 	A/I
<ul style="list-style-type: none"> Experience of producing reports using Excel 	A/I
<ul style="list-style-type: none"> Experience within a Care and or Education setting 	
<ul style="list-style-type: none"> Experience within a HR role or Recruitment role. 	
Knowledge	
Essential	
<ul style="list-style-type: none"> Working knowledge and experience of Microsoft Office 365 	A/I
<ul style="list-style-type: none"> Administration skills 	A/I
Desirable	
<ul style="list-style-type: none"> Safeguarding and Prevent knowledge 	A/I
<ul style="list-style-type: none"> Safer Recruitment, including carrying out DBS checks 	A/I

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview