



Role Profile

Job Title

Recruitment Assistant

Salary range	Point 28
Contract	Permanent, 52 weeks
Main location	Portland College
Hours and basis	37.5 hours per week
Reports to	Recruitment & Compliance Advisor
Date of issue	August 2025

Why Portland College needs this role

The Portland Charity Group includes Portland College, Pollyteach and Jump Start. Portland College provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of campus sites in Nottinghamshire with approximately 550 staff. Pollyteach is an independent school and Alternative Provision based in Nottinghamshire, approximately 50 staff. Jump Start is an Alternative Provision based in Nottinghamshire, approximately 10 staff.

This role is responsible for supporting all recruitment activities across the Portland Charity Group and carrying out pre-employment checks in accordance with, Keeping Children Safe in Education statutory guidance and internal policy and procedure.

What you will be doing

- Work closely with the Recruitment & Compliance Advisor to support all recruitment activities including creating and managing advertising campaigns and accurate processing of recruitment documentation.
- Undertake required pre-employment checks for all new starters across the Portland Charity Group, for example, DBS checks, references.
- Accurate maintenance and production of HR documentation and employee records in accordance with internal procedures, UK employment law and GDPR.
- Provide outstanding customer service to applicants, supporting them through the application process.
- Management of the recruitment inbox, responding to and actioning queries.
- Support the Recruitment & Compliance Advisor to maintain and develop the online recruitment platform to improve efficiencies in the recruitment process.
- Maintenance of the Single Central Record across the Portland Charity Group, in accordance with Keeping Children Safe in Education statutory guidance.
- Monitor and maintain Right to Work in UK records for all employees to ensure the organisation remains compliant with UK employment law.
- Conduct DBS rechecks in accordance with internal policy and procedure.
- Organise the College induction for all Portland College new starters.
- Deliver Day One of the Portland College induction, providing an outstanding day one experience for new starters.
- Identify and propose improvements to HR processes, encouraging a culture of continuous improvement.
- Support the Recruitment & Compliance Advisor with HR documentation audits.
- Promote a self-service first approach for internal stakeholders through the HR Hub.
- Support the People team in other work as directed and when required.



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Key results we want to see from this role

- All recruitment activity is carried out in accordance with Keeping Children Safe in Education statutory guidance, UK employment law, CQC and Ofsted requirements.
- Outstanding level of customer service to internal and external stakeholders
- Use initiative and available resources to resolve straightforward issues.
- The role involves some proactive and some reactive work, work is normally reviewed on a fortnightly basis.

Dimensions of the role

- Working as part of the People Team of circa 9 people.
- No line management responsibilities but provides first line HR support, advice and information to staff and applicants. This role has no accountability for budgets
- Contribute towards achieving People Team KPIs

Key work relationships

- Internal – Staff, Managers, Payroll, Finance, IT, Senior Management Team.
- External stakeholders – Applicants, external contacts such as Disclosure and Barring Service, recruitment agencies, advertising platforms, Job Centre.

Working Environment and working patterns

- Inside – Open plan shared office with 6 colleagues.
- Potential to work from home one day a week in agreement with line manager
- Provide cover in the People Team office between 8.30am and 5.00pm, some flexibility required to attend occasional out of standard hours events such as meetings/recruitment events.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

Such other duties as the management may from time to time reasonably require
The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date