

## **JOB PROFILE**

**Job title:** Apprentice Recruitment Assistant/Administrator

**Grade:** Band 3

**Accountable to:** Recruitment and Onboarding Manager

**Line Management of:** N/A

The Apprentice Recruitment Assistant will provide administrative support to the People Services Recruitment team whilst completing a relevant apprenticeship programme. Working closely with colleagues, managers and candidates, the postholder will support recruitment, onboarding and pre-employment checking activities, gaining valuable experience in HR and recruitment administration.

Additionally they will be required to maintain recruitment queries via the HR inbox, resolving queries and escalating/forwarding to the appropriate person for resolution.

### **General Duties and Responsibilities**

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

### **Duties and responsibilities**

- Posting job adverts in the relevant places and providing first line support for candidate queries.
- Assist in the drafting of job offers, contracts of employment and any other written correspondence to candidates and new starters.
- Supporting the completion of pre-employment checks, including DBS, references and right to work documentation.
- Inputting new staff information accurately on the HR system and other the relevant systems.
- Liaise with the College payroll service to ensure that new starters are progressed in a timely fashion.
- Support College Managers with queries related to staff recruitment and onboarding.
- Maintain accurate recruitment records and handle confidential information in accordance with GDPR requirements.

- Support with the arrangements for the induction and probation process for new starters within the College including coordination of the monthly People Services Induction.
- Provide administrative support to the wider work of the People Services team, including project work and adhoc pieces of work as directed by the People Services Manager, Recruitment and Onboarding Manager and People Services Business Partners.
- Work cooperatively as part of the Recruitment and People Services Shared Service function, covering absence, vacancies and supporting colleagues at times of heavy workload.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post.

## **NOTE**

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

**This job profile does not form part of your contract of employment.**

## PERSON SPECIFICATION

| Role: People Services Assistant |                                                                                                                                                                   | E/D | A | I | T |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|---|---|
| <b>Qualifications:</b>          |                                                                                                                                                                   |     |   |   |   |
| 1                               | Level 2 Maths and English or equivalent (or willingness to achieve as part of apprenticeship if applicable).                                                      | E   | X |   |   |
| 2                               |                                                                                                                                                                   |     |   |   |   |
| <b>Experience and Skills:</b>   |                                                                                                                                                                   |     |   |   |   |
| 3                               | Previous experience of working in a busy administrative role requiring a high level of organisation skills and self-direction.                                    | E   | X | X |   |
| 4                               | Previous experience of working in a human resources department or relevant environment.                                                                           | D   | X | X |   |
| 5                               | Previous experience of working within an educational establishment and an understanding of business needs in the context of college life.                         | D   | X | X |   |
| 6                               | Experience of liaising with outside agencies, stakeholders or other professionals                                                                                 | D   | X | X |   |
| 7                               | Working knowledge of HR systems / databases                                                                                                                       | D   | X | X |   |
| 8                               | Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards whilst working accurately and effectively.           | E   | X | X |   |
| 9                               | Customer focused attitude and proven ability to deliver service improvements and work to deadlines.                                                               | E   |   | X |   |
| 10                              | Sound understanding of management information systems and evidence of accurate, logical thinking in order to plan for processes, manage data and produce reports. | D   | X | X |   |
| 11                              | Understanding of basic employment law and HR best practice                                                                                                        | D   | X |   |   |
| 12                              | Knowledge of GDPR legislation                                                                                                                                     | E   | X | X |   |
| 13                              | Strong interest in systems and processes which will add value and assist in managing change in a HR environment.                                                  | E   |   | X |   |
| 14                              | Excellent interpersonal skills and a track record of establishing and promoting effective working relationships with a variety of stakeholders.                   | E   | X | X |   |
| 15                              | Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively.                                                      | E   | X | X | X |
| <b>Personal Attributes:</b>     |                                                                                                                                                                   |     |   |   |   |
| 16                              | Confident, enthusiastic, motivated and committed                                                                                                                  | E   |   | X |   |
| 17                              | Ability to work as part of a team understanding College roles and responsibilities and your own position within these.                                            | E   |   | X |   |
| 18                              | Work on own initiative with the ability to seek support and assistance where appropriate.                                                                         | E   | X |   |   |
| 19                              | Ability to prioritise own workload and manage conflicting deadlines effectively.                                                                                  | E   |   |   | X |
| 20                              | Resilience and a proactive attitude                                                                                                                               | E   |   | X |   |
| 21                              | Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity                                                                          | E   | X |   |   |
| 22                              | Commitment to quality and excellence through evidence of continuing professional development                                                                      | E   | X |   |   |
| 23                              | Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post                                                          | E   | X | X |   |

**KEY:**

|          |                              |
|----------|------------------------------|
| <b>E</b> | Essential                    |
| <b>D</b> | Desirable                    |
| <b>A</b> | Assessed by Application Form |
| <b>I</b> | Assessed by Interview        |
| <b>T</b> | Assessed by Test             |