

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	People and Recruitment Administrator
Responsible to:	Trust People Lead
Coordinates with:	People Business Partners (PBP), the People Team in each academy, and staff across the Trust
Purpose of the post:	Alongside the administration of our recruitment process undertake a range of administrative duties to support the People Team across the Trust to deliver a consistent, high quality and integrated service.
Location	Primarily based at Blackpool Sixth Form College but expected to work at our academies when required.

Main duties:

People & recruitment

- Support the People Team in providing day-to-day admin support to staff and leaders across the Trust.
- Working with the academy PBPs, carry out relevant administrative duties in the recruitment process, including supporting the planning, preparation and administration of recruitment assessment days.
- Utilise SAMRecruit application tracking system to advertise and coordinate vacancies across the Trust.
- Assist in the completion of pre-employment safeguarding checks for new staff and undertaking any regular checks required for existing staff.
- Carry out general administrative tasks for the People Team, such as answering the telephone, managing designated email inboxes, sending out general correspondence, managing People Team diaries, booking employee-related meetings and minuting meetings as required.
- Prepare and distribute regular vacancy bulletins across the Trust.
- Support the maintenance of accurate and up-to-date HR records and systems.
- Administer contractual changes across the Trust.
- Support the coordination of staff training and development activities as required.
- Assist with the administration of employee relations matters including arranging meetings and note-taking in formal meetings.
- Ensure compliance with safer recruitment and safeguarding procedures.
- Support wellbeing initiatives and staff engagement activities as required.
- Maintain accurate records of employee relation matters, including fixed-term appointments, leave requests and disciplinary and grievance meetings.
- Respond to reference requests, ensuring compliance with GDPR principles.
- Ensure that electronic and paper-based personal files and documentation are maintained and filing/archiving is completed in a timely manner.
- Administer and record mandatory staff training and monitor where appropriate.

- Support the wider People Team in ensuring that absence records are accurate and maintained and relevant paperwork is issued and followed up.
- Support the wider People Team in the administration of the onboarding process for staff.
- Implement and suggest change to develop and better our systems to further improve our customer service.

Requirements of all Trust staff

All staff working within the Trust will be expected to:

- Promote and uphold the Trust vision, mission, and values.
- Comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare, and security.
- Work positively and inclusively with colleagues, students, parents/carers, and other partners regardless of their gender, ethnicity, sexuality, age, or disability.
- Attend briefings and staff meetings as required.
- Participate in the Trust's performance management scheme and undertake professional development and training as required.
- Be a positive role model, taking responsibility for promoting high standards of behaviour and conduct, always maintaining confidentiality.
- Undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Trust Leader or designated alternate.

In addition to the above, the post holder is required to perform such other duties consistent with the purpose of the job, as required by the Trust. This job description is a guide to the major area and duties for which the jobholder is accountable. However, as the Trust develops the job holder's obligations may vary and develop.

Summary of main terms and conditions

Salary	Points 8 to 11 of the Sixth Form Colleges Support Staff pay spine currently £22,806 to £25,164 per annum for full-time, college staff term time only plus five days.
Working hours	Will require attendance on-site 36.25 hours per week (normally between the hours of 8.00am and 4.30pm, to be agreed with your line manager). This is a 40-week-per-year role (200 working days), which includes term time and non-pupil days.
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	The Coastal Collaborative Trust is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the trust are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.

Reviews	You will have regular reviews to assess your progress and set targets.
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Person specification for People and Recruitment Administrator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. You will also see how we are planning to assess these, through your application (A), or at the interview and assessment day (I). If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
You've got...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
GCSE or equivalents grade C (4) or above in English language and mathematics.	A
You're great at...	
These are the essential things that you have so you can do the job, without these you won't be considered for appointment.	
A solutions-based approach to exceeding customer expectations.	A,I
Previous demonstrable experience in a busy administrative role.	A,I
Demonstrable evidence of working successfully with others to build positive relationships.	A,I
An enthusiastic approach to drive change and improvement.	I
Good prioritisation and organisational skills with the ability to adapt throughout the day as new needs arise.	A,I
The ability to work in a confidential manner.	I
Excellent verbal and written communication skills with attention to accuracy and detail.	A,I
Strong administrative and IT skills including the use of electronic documents, spreadsheets, email and cloud-based programmes.	A,I
A willingness to undertake further training and professional development.	I
A commitment to equality and diversity and to the safeguarding of staff and students.	I
It would be good if you had...	
Whilst not essential , it would help in the role if you had any of the below.	
A-level or equivalent experience.	A
CIPD qualification at level 3 or above, or willingness to undertake.	A,I
Experience of working within an HR environment.	A,I
Experience of working within a school, college or similar establishment.	A
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