The Leicestershire College
Job Description

1. Job Details

Job Title:	Recruitment Administrator
Department:	People and Culture
Reporting To:	Recruitment Lead
Hay Grade:	G2
Salary:	£26,988 Per Annum
Date of Job Evaluation:	August 2026
Date:	November 2026

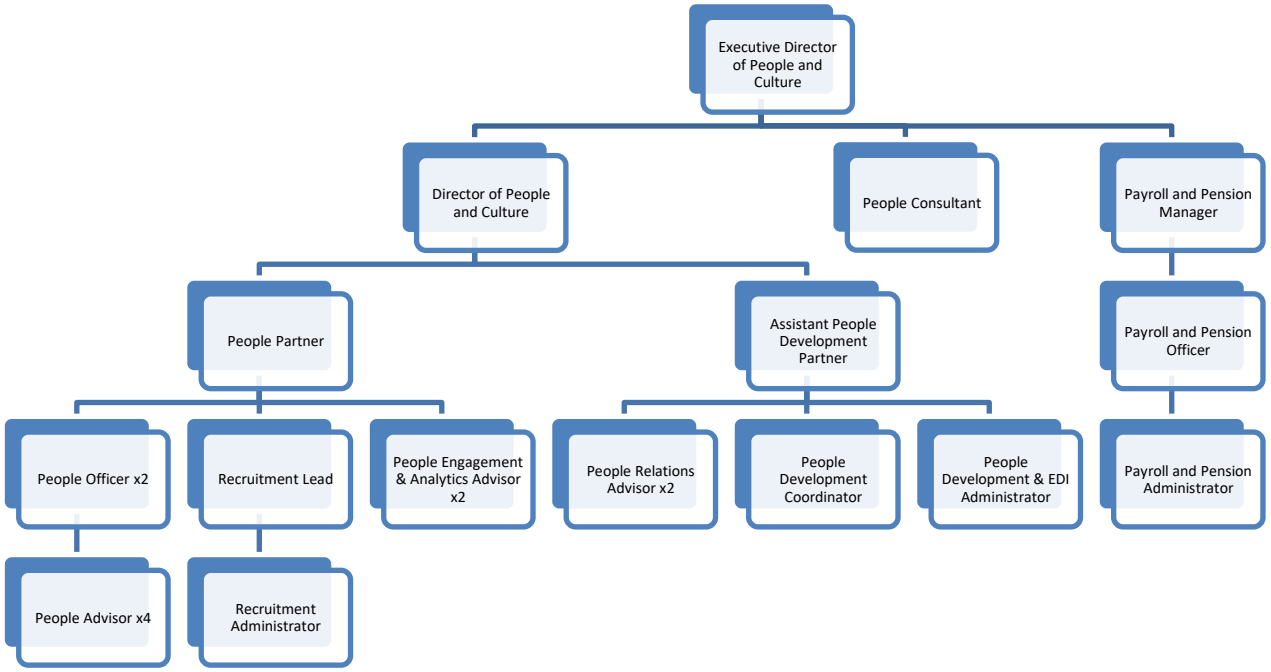
2. Job Purpose

To provide administrative support for all recruitment across the organisation within the People and Culture team and to support the delivery of a high performing service to the College

3. Dimensions

Not Applicable

4. Organisation chart



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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

Recruitment Administration

- Provide administrative support throughout the end-to-end recruitment process.
- Assist in preparation of adverts, job descriptions and the posting of vacancies onto the ATS and relevant job boards.
- Act as the first point of contact for candidate recruitment enquiries, via telephone and email, providing excellent customer service alongside a professional and positive candidate experience.
- Timely liaison with managers regarding the recruitment process ensuring a high level of customer service.
- Support the progression of vacancies and the progression of candidates via the recruitment system to ensure roles are recruited for in a timely manner.
- Organise interview processes and co-ordinate assessments as required.
- Ensure all recruitment processes and documentation is accurate and filed correctly inline with Keeping Children Safe in Education.
- Assist in the processing of employment forms ensuring that both paper and digital signing is completed in a timely manner.

- Support the People and Culture team with pre-employment checks including referencing, DBS checks, right to work checks, and offers of employment to ensure these are completed in a timely manner and in accordance with college policy and government legislation.
- Assist in completing employment references in a timely manner.
- Any other administrative duties in line with role.

General Administration

- Support the People and Culture team with general administration tasks including typing, photocopying, scanning and filing.
- Take a person-centred approach to all aspects of the role, putting people at the heart of our service, with a high pace, high energy attitude.
- Provide advice and guidance to staff.
- Contribute to team projects as directed.
- Ensure both electronic and manual filing systems are kept up to date.
- To be confident with using college systems to deliver the best efficient service.
- Be prepared to work flexible hours to meet the needs of the department.
- Support the wider college at events including enrolment, exam invigilation and open days.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Provide administrative support throughout the end-to-end recruitment process.	Vacancies are processed through the recruitment process efficiently to fill the role in a timely manner.
Liaise with hiring managers in a timely manner.	Build effective working relationships with managers across the organisation ensuring a professional and responsive recruitment service.
Act as a first point of contact for candidate recruitment queries.	Ensure every candidate receives excellent customer service and a positive candidate experience.
Assist in preparation of adverts, job descriptions and the posting of vacancies.	Ensure all vacancies are advertised correctly in a timely manager across various job sites to attract a range of candidates.

8. Key Working Relationships and Communications

Internal: People and Culture team, managers and college staff.

External: Candidates, software providers, job boards, agencies.

9. Scope for Impact

Not Applicable

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
2.	Level 3 in Business Administration or equivalent	•		Application/ Certificates
3.	Certificate in Human Resource Practice (or equivalent), or willing to work towards a recognised HR qualification		•	Interview
EXPERIENCE				
4.	Providing administration support in a professional environment	•		Application
5.	Experience working in a recruitment setting	•		Application
6.	Administration experience within a Further Education and/or Higher Education environment		•	Application/ Interview
7.	Experience of working with a wide range of stakeholders, both internal and external, and delivering outstanding customer service to all	•		Application
8.	Experience of accurately processing information and data in a confidential manner	•		Interview
9.	Experience of working to tight deadlines and managing changing priorities	•		Application Interview/
SKILLS & KNOWLEDGE				
10.	Excellent communication skills with the ability to communicate to a range of stakeholders at all levels	•		Application/ Interview
11.	Strong IT skills and able to use Microsoft Office and other college systems	•		Application/ Interview
12.	Strong attention to detail and accuracy in processing information	•		Interview
13.	Excellent organisation and prioritising skills	•		Interview
14.	Ability to work both independently and within a team	•		Application/ Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Willingness to work flexible hours	•		Interview
17.	Positive, pro-active and solution-based approach to work with a genuine can-do attitude	•		Interview
18.	Confidential and discrete approach	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.

3. This job description and person specification was prepared in November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	