

Job Description

TITLE: Recruitment and HR Administrator

GRADE: Support Scale 5

REPORTS TO: Senior Recruitment Co-Ordinator

HOURS: 35 hours per week

Purpose of the Role:

To provide efficient and professional HR and recruitment administration support, ensuring the effective delivery of recruitment, onboarding, employment compliance, workforce records and HR systems administration. The postholder will contribute to a responsive, customer-focused HR service by maintaining accurate data, supporting managers and employees, and ensuring compliance with employment and safeguarding requirements.

Key Responsibilities:

Recruitment and Onboarding

- Coordinate end-to-end recruitment administration for temporary, fixed-term and permanent vacancies.
- Prepare recruitment documentation, advertise vacancies, arrange interviews and maintain candidate records.
- Undertake and monitor pre-employment checks, including references, qualifications, right to work and DBS clearances.
- Issue contracts of employment and associated new starter documentation.
- Coordinate onboarding activities and support the induction process for new employees.

HR Systems, Records and Compliance

- Maintain accurate and confidential employee records, ensuring compliance with data protection requirements.
- Update and maintain the HR Information System, ensuring the integrity of workforce data.

- Maintain statutory and compliance-related records, including the Single Central Record and mandatory employment documentation.
- Produce routine recruitment reports, workforce data and management information as required.

Employee and Manager Support

- Act as a first point of contact for recruitment enquiries, providing accurate information and guidance on policies, procedures and recruitment-related matters.
- Respond to enquiries from employees, managers, candidates and external stakeholders in a professional and timely manner.
- Support the administration applicant onboarding learning and development activities, ensuring training records are accurately maintained.

Departmental and Team Support

- Provide administrative support to HR colleagues and senior HR leaders to support the effective operation of the department.
- Support HR projects, audits and service improvement initiatives.
- Contribute to the day-to-day operation and continuous improvement of HR services.
- Provide cover and support across the wider HR function where needed.

In common with other college support:

- No staff will be granted annual leave during the enrolment period, which begins the day before GCSE results day Staff should check the confirmed date each year before making personal plans.
- All staff are required to support exam invigilation and may cover up to three exams per year, excluding GCSE exams days.
- All staff must take part in two open evenings, or one Saturday open day, each year. These hours are provided in lieu of the additional Christmas holiday days.

In common with all other Staff:

- To support the College's mission, vision, values and strategic objectives.
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.

- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification

Education & Qualifications

- GCSE English (or equivalent) at Grade C / 4 or above.
- Evidence of continuous professional development

Experience

- Proven experience in recruitment, talent acquisition or executive search.
- Experience sourcing candidates directly through LinkedIn Recruiter and other talent sourcing platforms.
- Experience recruiting into specialist, technical or hard-to-fill positions.
- Experience managing recruitment agencies and executive search providers.
- Experience managing multiple recruitment campaigns simultaneously.

Knowledge, Skills & Behaviours

- Expertise in direct sourcing, headhunting and talent mapping.
- Excellent communication and relationship-building skills.
- Strong organisational and project management abilities.
- Commercial awareness and understanding of recruitment market trends.
- Analytical skills with the ability to interpret recruitment metrics and data.
- Proficient in applicant tracking systems and recruitment technologies.
- Strong written and verbal communication skills.
- Positive, proactive and customer focused approach.
- Professional and discreet, with a keen sense of integrity.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting stakeholders from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.