



Person Specification – Talent Pool and Recruitment Support Assistant

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Strong written and verbal communication skills.• Good organisational skills and attention to detail.• Confident using email, spreadsheets and online systems.• Able to communicate professionally with candidates and colleagues in person, via telephone and in electronic communications• Interested in recruitment, people, social media or talent attraction.• Able to manage routine tasks independently.• Strong administrative skills within MS Office• Willing to learn Trust recruitment processes and safer recruitment expectations.• Able to work flexibly and manage time effectively within a part-time role.	<ul style="list-style-type: none">• Experience of administration within customer service, recruitment or HR support.• Experience using social media in a professional context.• Familiarity with recruitment ATS systems, job boards or LinkedIn.• Experience working in a school, trust or education setting.