

JOB DESCRIPTION

| | |
|----------------------|---|
| TITLE: | Recruitment Coordinator |
| GRADE/SALARY: | Grade H - £26,336 - £28,994 |
| REPORTS TO: | Recruitment Partner |
| HOURS: | Full Time – 37 hours a week |
| CAMPUS: | Slough and Langley with travel to other sites as required |
| JOB PURPOSE: | To contribute to the provision of a compliant and efficient recruitment service to the College Group. |

KEY TASKS & RESPONSIBILITIES

- Support the recruitment process by posting adverts through the application tracking system Tribepad and other sites using the multiposter tool, supporting managers with shortlisting and Arranging interviews ensuring these are completed within the agreed timescales all within the guidelines of GDPR and College policies.
- Source candidates using CV searching platforms i.e CV Library total Jobs CV databases.
- Process pre-employment checks for successful applicants in line with safer recruitment
- Issuing written correspondence including but not limited to offer letters, contracts of employment and amendments.
- Manage the Recruitment Inbox and act as first-line responder to enquiries directed to the department, liaising as appropriate with colleagues to ensure that queries are directed and responded to appropriately.
- Use and maintain the HR System I-trent, by making changes including but not limited to adding new starters, amending existing staff and payroll information, onboarding new employees, and producing information and reports on a regular and ad-hoc basis.
- Contribute to and work closely with the Senior HR Data Analyst to ensure the accuracy of data, especially for the Single Central Record.
- Collaborate and work closely with the HRBP's to understand the business needs and deliver a world-class service.
- Supporting the induction process, including arranging and carrying out HR Inductions for new starters as well as liaising with managers and Staff Development to ensure that new starters are booked onto relevant training and have all the necessary information.
- Managing the administration of the induction and probation process.
- To contribute to the ordering of supplies for the department and liaison with the Finance Department on setting up of purchase orders, payment of invoices etc.

- Liaise with managers and agencies to recruit temporary staff and negotiate the best rates possible
- Be an active member of the team at Jobs Fairs and new opportunities to promote roles and the College group.
- To arrange meetings and events, including taking notes and preparing paperwork as required.
- Supporting the work of the Employee Experience Team as necessary.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

December 2024

PERSON SPECIFICATION

Recruitment Coordinator

| | Essential | Desirable | Source of Evidence |
|---|-----------|-----------|--------------------|
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | |
| 5 GCSEs A-C (4-9) Grades including Math's and English or equivalent | X | | AF |
| Level 3 CIPD or equivalent qualification | | X | AF |
| EXPERIENCE | | | |
| Experience or working in a recruitment similar role. | X | | AF |
| Experience and knowledge of processing pre-employment checks i.e References and DBS | X | | AF/IV |
| Experience and up to date knowledge of recruitment and selection practices and processes including the use of social media and online systems | | X | AF |
| Practical experience of using HR systems, and resolving queries from employees and managers | | X | AF |
| Experience of dealing with a wide variety of internal and external customers | X | | AF/IV |
| Experience of working in a recruitment role | | X | AF |
| Experience of advising and supporting managers to handle recruitment and employee relations issues | | X | AF/IV |
| Experience of working in an education environment | | X | AF/IV |
| SKILLS / KNOWLEDGE / ABILITIES | | | |
| The ability to draft copy for recruitment adverts and awareness of legislation relating to the recruitment process | | X | AF/IV |
| Demonstrable interpersonal skills and the ability to advise, persuade and influence staff at all levels | X | | IV |
| Demonstrable written and verbal communication skills | X | | AF/IV |
| The ability to work flexibly and prioritise on the basis of the needs of the business | X | | AF/IV |
| Proven ability to work effectively as part of a team | X | | IV |
| The ability to work under pressure and adhere to tight deadlines whilst managing competing demands | X | | IV |

| | | | |
|---|---|--|-------|
| Proven ability to be methodical and meticulous attention to detail | X | | IV |
| Proficient in using IT packages such as Microsoft Office | X | | AF/IV |
| An appreciation of the importance of confidentiality and an appropriate approach to sharing information in accordance with GDPR | X | | IV |
| Excellent time management & organisational skills with the ability to work flexibly to meet targets and deadlines | X | | IV |

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview. All of the elements marked AF/IV will also be assessed at interview. All or some of the elements may be assessed by the Test/Presentation