

Recruitment Administrator Person Specification

Job Title: RECRUITMENT ADMINISTRATOR

Service: Central Services

Essential **Desirable**

Qualifications

- 1 Good standard of education – minimum of 3 GCSE’s grade C or above (or equivalent) including English and Maths.

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Knowledge

- 1 A working knowledge of safer recruitment processes in the health and social care sector.
- 2 Effective IT and Recruitment systems knowledge.
- 3 Knowledge of safe working practices.

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Skills and Abilities

- 1 Can translate policy guidance into practical action.
- 2 Excellent verbal and written communication skills.
- 3 Strong sense of accuracy and attention to detail.
- 4 Ability to plan and organise own time effectively, create own work schedules, prioritising, preparing in advance and setting of realistic timescales.
- 5 Ability and willingness to provide an effective and efficient recruitment service.
- 6 Confident working with people at all levels of the business.
- 7 Ability to ensure that appropriate levels of confidentiality are maintained.
- 8 Proficient in the use of software packages and Microsoft office software (Excel, Word, Outlook).

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Policy Document No: Per 1.1.2

	<u>Essential</u>	<u>Desirable</u>
<u>Experience</u>		
1 Experience of safer recruitment processes and requirements (DBS, references and right to work)	✓	
2 Experience of working in a recruitment role in the health and social care sector		✓
3 Successful experience of HR databases, Applicant Tracking Systems	✓	
4 Experience of working in high volume recruitment	✓	

Person Specification prepared by HR Department

Date: 10th January 2022