

Recruitment Administrator

Service: Central Services
Responsible To: Recruitment Business Partner
Salary: Points 9-11

Job Purpose

To support with the managing of applications, providing a positive candidate journey from first contact through to interview and onboarding.

To provide a comprehensive, flexible administrative recruitment service to hiring managers, advising on queries arising from the recruitment and selection process.

To support the Recruitment Business Partner in the administration of the Foundations Central Staff Bank.

Main Duties

- Post adverts, process applications and schedule interviews using the internal recruitment system and to ensure the data and records are accurate and up to date at all times.
- Complete pre-screening calls with candidates, assessing suitability for roles.
- Support hiring managers in the interview process; booking rooms, welcoming candidates, and providing support to the interview panel.
- Development and production of mail merge and email correspondence templates.
- Evaluate and report on interview attendance and success rates.
- Promote vacancies on online jobs boards and media platforms in conjunction with the foundation's communications team.
- Attend jobs fairs and events to promote PH vacancies.
- Carry out pre-employment checks, not limited to medical questionnaires, DBS checks, right to work checks, overseas checks, online check and referencing, minimising time to fill whilst ensuring compliance with foundation policies, GDPR and safer recruitment.
- Contribute towards the compliance and development of the PHF Casual Bank team, including, onboarding, assisting in training booking and new DBS/right to work checks.
- Act as a first point of contact, responding to candidate queries and providing advice and guidance through the foundation mailbox.
- To support and contribute towards the general HR department activities as reasonably required.
- Monitor data retention of recruitment information in line with documented timescales.

- Undertake any other duties of a similar nature consistent with the responsibilities of this post to provide a quality support service to the wider Foundation.

Person Specification

Essential Criteria

Skills and Knowledge

- Outstanding customer service skills
- Knowledge of Safer recruitment practices within education or care sectors
- Be able to demonstrate good interpersonal and communication skills (written and verbal) with a range of internal and external customers
- Highly organised with the ability to plan and prioritise workload in order to meet deadlines
- Excellent IT Skills working with MS Office
- Ability to engage and promote

Experience

- High volume end-to-end recruitment and management of multiple campaigns, organisation of interviews, and pre-employment checks.
- Advising managers on recruitment policy and best practice.
- Working with an Applicant Tracking System/ HR database ,as well as experience of using social media and online job boards
- Previous experience of working in a busy office environment

Personal Qualities

- A positive and can-do attitude and a willingness to undertake challenging tasks
- Self-motivated with the ability to manage your time effectively
- Ability to show empathy and confidentiality when dealing with sensitive information and difficult situations
- Team worker with the ability to work independently good teamwork and interpersonal relationships
- Energy, drive and enthusiasm.
- A strong attention to detail.
- Flexible and adaptable to meet the changing needs of the services.

Desirable Criteria

Skills and Knowledge

- Knowledge or experience of Human Resources policies and procedures, terms & conditions of employment and equality and diversity
- Knowledge and understanding of the issues affecting recruitment within the education, care and charity sectors.

Qualifications and Training

- NVQ 3 or equivalent in a relevant qualification or equivalent experience
- Associate membership of the CIPD

Experience

- Experience of recruitment in Education, Care or Charity.

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful

candidates subject to an Enhanced DBS check as well as other employment clearances.



0191
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5491



Station Road,
Forest Hall,
Newcastle
upon Tyne,
NE12 8YY



foundation
@percyhedley.org.uk



percy.
hedley