

**Job Title** Recruitment Administrator

**Reports to** Deputy HR Director

### **Job Purpose**

The Recruitment Administrator plays a key role in the recruitment team, supporting all aspects of the recruitment process and helping to deliver an efficient, professional and positive experience for both Hiring Managers and candidates. This role has a strong administrative focus and includes posting job adverts, coordinating and scheduling interviews, liaising with candidates throughout the recruitment process, undertaking safeguarding interviews, and acting as a superuser for the school's Applicant Tracking System. Working closely with colleagues across the wider HR team, the Recruitment Administrator will also be expected to ensure that all pre-employment checks are completed in line with relevant policies.

### **Key Tasks and Responsibilities**

- Placing job adverts in an accurate and timely fashion. This may include the school's careers site, online job boards, local media, LinkedIn etc.
- Acting as a superuser for the school's recruitment software (Tribepad and other systems), ensuring that all information on the system is up to date and accurate – this includes, but is not limited to: ensuring all candidates receive a response to their applications in a timely manner, that job templates are up to date and creating new templates as and when needed, that jobs are properly closed off, that individuals who do not have the right to work in the UK are processed in line with our procedures.
- Playing a role in the interview process - in most cases this will involve conducting Safeguarding Interviews, checking of identification documents (including right to work documentation) and assessing the candidate's previous education and employment history.
- Creating 'recruitment packs' for candidates, which may include requesting references and processing online searches.
- Assisting with the management of the Recruitment Inbox, which involves answering queries, directing people to information and redirecting queries where necessary.
- Coordinating and overseeing the preparation of the weekly roundup of vacancies to all Eton staff on a weekly basis and sending out this communication.
- Booking and arranging interviews with candidates, Hiring Managers, and other members of the recruitment team. This will include the creation of complex interview schedules on occasion.
- Supporting Hiring Managers with the creation and editing of job descriptions. On occasion this will include using InDesign software to edit brochures.
- Making offers to candidates and turning down applicants, by phone wherever possible, ensuring that helpful feedback is provided and the candidate experience is at the forefront of the process.
- Undertake recruitment related projects as and when required to support the evolution and continuous improvement of the recruitment team.
- Leading on the College's relationship with recruitment and employment agencies, with the support of the Recruitment Advisor. This involves developing strong relationships with their teams, ensuring that they comply with school requirements before any individuals start temporary or permanent work with the school and carrying out an annual audit of the checks completed by the agencies.
- With the support of the Recruitment Advisor, collating statistics around the teams' recruitment activities and sharing these with the wider HR team.
- Working closely with the wider HR team to:
  - Generate offer letters and relevant paperwork for candidates and make sure that their details are logged on the HR system (CIPHR).
  - Carry out recruitment checks for successful candidates and log these on our Single Central Register.

Last updated: April 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Help onboard new joiners, e.g. liaising with payroll, IT, Security and other internal stakeholders to ensure everything is set up in time for the new joiner's arrival.
- Support with any other tasks as necessary to facilitate the smooth running of the department (e.g. support with scanning and filing projects, mail merges and the annual salary review processes).
- All employees of Eton College are also expected to:
  - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
  - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
  - Understand and comply with procedures and legislation relating to confidentiality.
  - Display a commitment to and promotion of equality, diversity and inclusion.

With more experience you may also:

- Support the recruitment team with writing engaging and attractive job adverts and recruitment information packs.
- Create shortlisting matrices for Hiring Managers to use based on the requirements of individual jobs.
- Support Hiring Managers with interviewing, depending on the requirements of the role and needs of individual Hiring Managers.
- Support the wider recruitment team with targeted candidate searches on LinkedIn.

### **Skills and Competencies Required**

To be successful in this role you will need:

- Previous experience working in a busy administrative position and juggling competing priorities.
- Good working knowledge of Microsoft Word, Outlook and Excel.
- Excellent communication skills – both written and verbal.
- An interest in the use of technology in recruitment (LinkedIn, Applicant Tracking Systems etc.) is essential and experience of using such systems is desirable.
- Familiarity with editing software, in particular InDesign, is desirable.
- Previous experience of working in a recruitment or HR team would be advantageous but is not essential.

You may enjoy this role if:

- You have a 'can-do' attitude – you love getting stuck in and you're not fazed by a heavy volume of work and fast changing priorities.
- You're a great communicator – you enjoy engaging with a variety of different people, you'll always try to meet face to face or pick up the phone rather than email if you can.
- You're flexible and have a keen eye for detail – you'll have to juggle lots of competing tasks so you'll enjoy having lots of different things on the go, and you're able to organise your time and to prioritise your to-do list so nothing slips through the cracks.
- You like building relationships – you're able to develop strong, credible relationships both within the HR team and the wider school.
- You continually look for ways to improve systems and processes – we're keen to evolve and keep improving what we do, so you'll continually question the status quo and actively search for ways we can be more efficient and effective.
- You enjoy working in a team – we're a small team and we enjoy spending time together. We support each other as much as we can meaning we get involved in lots of different tasks and you'll volunteer to get involved in areas that are outside of your normal recruitment remit.

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**Potential Career Progression**

For those looking for an administrative career there is scope to move into administrative and secretarial roles within other school departments. There is also the opportunity to develop your HR career and to move sideways into an HR Administrator role or upwards into a Recruitment Officer or HR Officer position with sufficient time and relevant experience.

**Typical Working Pattern**

- This is a permanent contract, and the post holder will be expected to work onsite at Eton College.
- The post holder will be expected to work for 30 hours per week, Monday to Friday. It is anticipated that these hours will be worked from 9am to 4pm with an hour unpaid for lunch each day, but there will be some flexibility with how the hours are worked by mutual agreement with the successful applicant.
- This is a year-round post working 52 weeks per year.
- The post holder will be entitled to 28 days holiday each holiday year (which runs from September to August). Three of these days must be reserved for the period between Christmas and New Year. If a bank holiday falls during a school term period, the post holder may be required to work this day and they would receive an additional days' holiday in lieu.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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