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| **Job Title** | Recruitment Administrator (one year fixed-term contract) |
| **Reports to** | HR and Recruitment Manager |

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| **Job Purpose** |
| The Recruitment Administrator works closely with the wider recruitment team to support all recruitment activities, ensuring that the candidate experience is as good as it can be and that Hiring Managers are supported effectively. As Recruitment Administrator, you will primarily be involved with the administration involved with recruitment, such as posting job adverts, editing job descriptions and brochures, scheduling interviews, as well as engaging with candidates and undertaking safeguarding interviews. You will also work closely with the wider HR team to ensure that all pre-employment checks are completed and appropriate paperwork is generated. |

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| **Key Tasks and Responsibilities** |
| * Placing job adverts in an accurately and timely fashion as directed. For instance, this may include the school’s careers site, online job boards, local media, LinkedIn etc;
* Supporting Hiring Managers to screen and sift applications against pre-defined criteria, and conducting ‘first stage’ screening where relevant;
* 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;
* Using InDesign software to create and edit job descriptions and brochures;
* Supporting the wider recruitment team with targeted candidate searches on LinkedIn;
* 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;
* Double checking employment history forms completed by other members of the recruitment team during the interview process. This includes ensuring that all required information is passed along to the generalist HR team in a timely fashion to expedite the pre-employment checking process and in line with the school’s data protection expectations;
* 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;
* Using the school’s recruitment software (Tribepad), ensuring that all information within 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;
* Keeping the Vacancy tracker up to date with all pertinent information;
* Collating statistics around the teams’ recruitment activities and sharing these with the wider HR team;
* Answering queries and directing people to information;
* 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;
* 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;
* Supporting the wider HR team with other tasks as necessary to facilitate to smooth running of the department (e.g. support with mail merges and annual salary review processes);
* Demonstrating a clear commitment to safeguarding and promoting the welfare of children including, but not limited to: completing the regular and required safeguarding training, and keeping abreast of safeguarding updates published by the school;
* Complying with all school-related and legislative requirements in relation to handling confidential and sensitive information;
* Demonstrating commitment to, and the 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;
* Undertake recruitment related projects as and when required to support the evolution and continuous improvement of the recruitment team;
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| **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;
* Experience of working with an Applicant Tracking System is desirable;
* Familiarity with editing software, in particular, InDesign, would be useful
* Previous experience of working in a recruitment or HR team would be highly advantageous.

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, you’ll be keen to operate in the same way we do, 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.  |

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| **Typical Working Pattern** |
| * 35 hours per week, working 9am to 5pm, Monday to Friday, with one unpaid hour for lunch each day;
* 52 weeks per year;
* 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days);
* When a bank holiday falls within a school term period, this is considered to be a working day and a day off in lieu will be given.
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**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.**