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| A | **Post Details** | | | |
|  | Job Title: | Recruitment Administrator | Function: | Human Resources |
|  | Location: | Tonbridge/Hybrid | Unique Post Number: |  |
|  | Reports To: | Resourcing Manager | Grade: | ASG |
| B | **Purpose of the Job** | | | |
|  | The role provides day to day administrative support to the Recruitment Team to support the delivery of a first class recruitment service. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14  C15  C16 | Provide administrative support to the recruitment team.  Maintain the careers inbox and phone line, ensuring that queries are responded to promptly and accurately.  Maintain filing/archiving systems including scanning recruitment documentation  Maintain the Recruitment Documentation folder ensuring it is up to date  Assist with the production of reports as required  Assist the team with application screening as required.  Support the team with scheduling of assessments, interviews, medicals, training course invites (including joining instructions) and recording attendance of delegates  Assist with the preparation of relevant materials for training courses  Support with updating and maintaining databases  Reception duties (greeting and assisting visitors at the recruitment centre)  Photocopy and check right to work documentation  Responsible for ordering and controlling stationery supplies  Responsible for maintaining attendance, annual leave and absence records  Support with the administration relating to onboarding new colleagues  Support the team with key projects  Assist as required, absence cover for all administration duties | | | |

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| D | **Safety Responsibilities** | | | | | | | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | | | | | Yes |  | | No | | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | | | | | Yes |  | | No | | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | | | | | Yes |  | | No | | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | | | | | Yes |  | | No | | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | | | Yes |  | | No | | **🗸** |
|  |  | | | | | | | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | | | | | | | |
|  | * None | | | | | | | | | | | | | |
| E | **Decision making Authority** | | | | | | | | | | | | | |
| E1 | As defined by the Resourcing Manager | | | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the Job** | | | | | | | | | | | | | |
| F1 | To be able to work on own initiative and to deadlines, whilst providing accuracy at all times. | | | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | | | | | | | |
| G1 | Experience, Knowledge & Qualifications Previous administration experience  Computer literate (Powerpoint, Excel, Word, Outlook)  Excellent organisational skills  Ability to work under pressure for a large team.  Excellent communication skills  Good attention to detail  Experience of working with databases (desirable) | | | | | | | | | | | | | |
| G2 | Behaviours and Skills (including any specific safety critical competencies) Must be able to work on own initiative and to deadlines whilst providing accuracy at all times.  Maintain confidentiality at all times.  Friendly and professional.  Able to communicate effectively and confidently at all levels.  Team work, aligns with others to deliver common goals, shares ideas and information, support colleagues and works effectively with others.  Flexible and adaptable. | | | | | | | | | | | | | |
| H | **Dimensions of role** | | | | | | | | | | | | | |
| H1 | Financial – Direct: | | | | None | | | | | | | | | |
| H2 | Financial – Other: | | | | None | | | | | | | | | |
| H3 | Staff Responsibilities – Direct: | | | | None | | | | | | | | | |
| H4 | Staff Responsibilities – Other: | | | | None | | | | | | | | | |
| H5 | Any Other Statistical Data: | | | | None | | | | | | | | | |
| I | **Acknowledgement** | | | | | | | | | | | | | |
| I1 | Prepared By: | | Paul Hayler | | | | Date: | 11th November 2021 | | | | | | |
| I2 | Approved By (Head of Department): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **L** | **Job Description Briefing** | | | | | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | |
|  | Name of post holder: |  | | Signature: | |  | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | Signature: | |  | | | | | Date: | |  | |
| **M** | **Nominated Deputy for Safety requirements** | | | | | | | | | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | | | | | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | |
|  | Name of nominated deputy: |  | | Signature: | |  | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | Signature: | |  | | | | | Date: | |  | |