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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | **Post Details** | | | | | | | | | | | | | | | | |
|  | Job Title: | | Recruitment Administrator | | | | Function: | | | Human Resources | | | | | | | |
|  | Location: | | Ashford/Hybrid | | | | Unique Post Number: | | |  | | | | | | | |
|  | Reports To: | | Resourcing Manager | | | | Grade: | | | ASG | | | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | | | | | | |
|  | As a vital member of the recruitment team, the Recruitment Administrator plays a key role in keeping the recruitment process running smoothly and efficiently by providing high-quality administrative support to the team.  You will enable the team to be successful by ensuring candidates have a seamless experience, supporting the team with timely and accurate administrative support, and keeping systems and communications up to date.  From actioning onboarding tasks, managing the inbox and responding to enquiries, and supporting with office management tasks, you will bring organisation, support and teamwork in this varied role enabling the whole team to thrive. | | | | | | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14  C15  C16 | Support Resourcing Manager with general office management duties  Manage the careers inbox and phone ensuring that queries are responded to promptly  Maintain the new starter registers ensuring that information is accurate and complete  Create accounts on our Learning Management System for all new starters  Request new starter IT accounts and sharing login details once confirmed they have started  Support with the uniform ordering process for new starters  Maintain filing/archiving) systems (maintaining GDPR compliance)  Reception duties (greeting and assisting visitors)  Assist the team with application screening when support is required  Assist with the preparation of materials for job fairs  Support with updating and maintaining databases (Applicant Tracking System)  Ordering office supplies and assessment materials, ensuring adequate stock levels  Arrange for sale and courier of test materials to other Train Operators  Record the teams attendance, annual leave and absence records for payroll  Photocopy and check right to work documentation for candidates attending assessment  Support the team with key projects and provide general administrative support when required | | | | | | | | | | | | | | | | |
| 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’s ways of working 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   All shortlisted candidates seeking promotion will be assessed against this framework. | | | | | | | | | | | | | | | | |
|  | 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 (Outlook, Excel, Word, Powerpoint)  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  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: | | 24th April 2025 | | | | | | |
| 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: | |  | |