

JOB DESCRIPTION

Recruitment Administrator



THE KING'S FOUNDATION

The King's Foundation is a sports and education charity that seeks to develop children in the UK, Europe and developing countries. Our primary service is King's Camps; activity day camps for children during the school holidays. Other services include consultancy, recruitment, specialist coaching and sports outreach. Christian principles underpin all of our work.

STATEMENT OF PURPOSE

The primary role of the Recruitment Administrator is to ensure staff that have been recruited are made suitable to work with children prior to starting work and to help in the recruitment process.

OBJECTIVES

1. Adhering closely to the recruitment policy, ensure all staff are suitable to work with children involving suitability checks, qualifications and training.
2. Provide help to the recruitment process.

PRINCIPLE RESPONSIBILITIES & DUTIES

- Assist in the promotion of The King's Foundation to all relevant bodies throughout the UK to attract the best staff.
- Ensure an attitude of excellent "Customer Service" in all communication with staff and applicants.
- Ensure all staff who we employ to work with children are suitable to do so involving Enhanced Disclosure, registration unit checks and references.
- Ensure all staff have the qualifications they claim and are trained to the appropriate level.
- Ensure all staff receive prompt communications regarding their contract and training information.
- Ensure all staff have completed their online training prior to starting work
- Meet specific recruitment targets for lower grade positions.
- Carry out research for promotion of recruitment opportunities.
- Process returned recruitment documents and mailings.
- Assist the Office Manager in all areas including health & safety, registrations & inspections, financial and general administration.

WORKING HOURS

- During period of maternity leave

REPORTING PROCEDURE

- Report directly to the Recruitment Officer.
- Weekly meeting with Recruitment Team.
- Monthly 1:1 meeting with the Head of Operations.
- There will be a formal review of your work twice a year.

IDEAL PERSONAL SPECIFICATION

Attainments / Qualifications

- GCSE level English Language
- Educated at least to A-level

Experience

- Office telephone experience
- Efficient office systems

Skills / Attributes

- Strong organisational skills
- Self disciplined and able to prioritise
- Ability to use Microsoft Office components particularly Word, Excel and Outlook.
- Ability to maximise the use the internet for business
- Neat and ordered presentation skills
- High level of communication skills, both written and verbal, with confident telephone manner
- Attentive to detail

Other

- Supportive of the Christian ethos of the King's Foundation