

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	HR Assistant - Recruitment	Post Number:	CS0690P
Daily Supervision:	Recruitment Co-ordinator	Grade:	CSS Scale 3/4
Department:	HR & Student Support Services	Last Updated:	October 2021

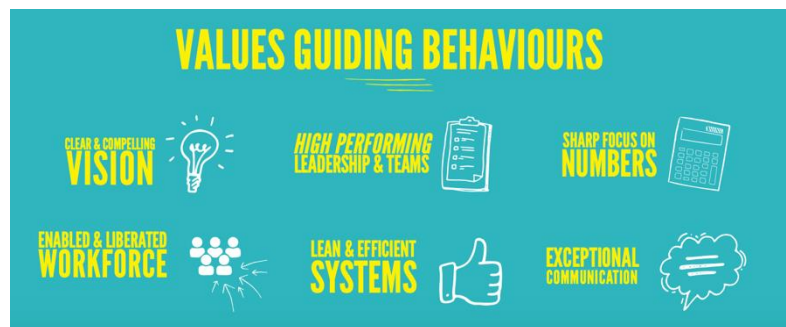
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To assist in the provision of a busy and responsive Recruitment and HR function.

To undertake all aspects of the full recruitment and onboarding process including the co-ordination and administration of recruitment and selection for both permanent and temporary posts (including via FER Resources).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To assist the Recruitment Co-ordinator as required.
2. To undertake all associated new starter administration for both permanent and temporary recruitment including, issuing contracts of employment, offer letters and terms of booking for agency temps.
3. To conduct new starter checks in line with safer recruitment legislation (i.e. Keeping Children Safe in Education (KCSiE) and government right to work in the UK guidance) etc. and update information required for the College's Single Central Record's (SCR's) in an accurate and timely manner, ensuring that the records are always Ofsted ready.
4. To work with managers to ensure that job descriptions and selection criteria reflect the requirements of the role.
5. To undertake all associated recruitment administration for volunteers, consultants and work experience roles.
6. To co-ordinate appropriate recruitment activities, for example CV searches and liaising with external agencies where required, in order to fill temporary booking requests to agreed SLA's.
7. To administer changes to contracts e.g. changes associated to flexible working requests, temporary variations and fixed term contracts.
8. To ensure that payroll have the information required in order for new starters to be paid on time and that any changes to existing employees terms and conditions, that impact on payroll, are actioned in accordance with payroll deadlines.
9. To be responsible for processing monthly billing of FE Resources Associates in accordance with payroll deadlines.
10. To support the Recruitment Co-ordinator with appropriate recruitment activities to attract potential candidates including, attending internal and external recruitment and networking events and careers fairs.
11. To support the employee onboarding experience including HR induction delivery to new starters as required.
12. To co-ordinate the probationary process administration and associated reporting, flagging any issues to the Recruitment Co-ordinator at the earliest opportunity.
13. Promote the Lincoln College Group as an employer of choice on social media.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	NVQ 3 in Business Admin/Human Resources or equivalent	A
2	GCSE Maths and English at Grade C (Grade 4) or above (Essential)	A

	Skills/Abilities – Interpersonal	PSM
3	Ability to work as a member of a team	A/I
4	Demonstrate high levels of inter-personal skills	A/I
4	Excellent communication skills (written and oral)	A/I
6	High level of customer care	A/I
7	The ability to work in a non-discriminatory manner	A/I

	Experience	PSM
8	Experience of recruitment procedures	A/I/T
9	Experience of working in an educational establishment (desirable)	A/I
10	Practical experience of using relevant software packages, i.e. Microsoft Office: Word, Excel, PowerPoint, Outlook.	A/I/T

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
12	Excellent attention to detail	A/I/T
13	Excellent organisational/time management skills and the ability to prioritise work accordingly	A/I/T
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Claire O'Hara – Head of Human Resources
Date:	October 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test