JOB PROFILE

Company: Global University Systems
Department: Human Resources
Role: Recruitment Administrator
Reporting to: Recruitment Manager
Location: Holborn, London

ROLE SUMMARY

The Recruitment Administrator will work closely with the Recruitment team and HR team to provide an efficient recruitment service to the business.

The role would suit a motivated administrator with a high degree of attention to detail and/or a keen interest in working in Recruitment or Human Resources.

KEY ACTIVITIES & RESPONSIBILITIES

• Posting jobs on relevant websites directly, including maintaining the Group’s own Job Opportunities webpages for each individual company and uploading jobs on to third party websites including, but not limited to, jobs.ac.uk, FE Jobs, Guardian Jobs etc.

• Updating the GUS Recruitment social media channels, including LinkedIn and Twitter.

• Maintaining a tracker spreadsheet of all advertised posts and generating and issuing the internal weekly ‘GUS Vacancy Bulletin’.

• Raising Purchase Order numbers for advertising and ensuring that these are approved in a timely fashion, following up where necessary, and maintaining a record of advertising spend.

• Logging applications throughout the advertising period as they come in to the Recruitment inbox (ensuring that each applicant submits a CV and Covering Letter or Application Form), and presenting applications to managers in an appropriate and timely fashion following the closing date of each post.

• Ensuring that recruitment campaigns are proactively monitored during the advertising period, working closely with the Recruitment Manager and HR Business Partner team to take action where applications received are few in number or of poor quality.

• Providing a customer-focused service to applicants and managers, responding promptly to queries received through the Recruitment inbox and fielding others appropriately.

• Arranging interviews, liaising with line managers and candidates; booking rooms, preparing interview schedules and issuing supporting paperwork and documentation.

• Notifying unsuccessful candidates by e-mail at the conclusion of each campaign, dealing with requests for interview feedback and providing administrative support to ensure the successful conclusion of recruitment campaigns.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

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<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>A good tertiary education or equivalent experience.</td>
<td>An entry level qualification in Recruitment or Human Resources.</td>
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| Knowledge & Skills | • A high level of attention to detail.  
• Proficient in MS Office, especially Word and Excel.  
• Experience of posting material on websites using standard web forms.  
• Experience composing succinct Tweets and social media posts, preferably in a professional context.  
• Good verbal and written communication skills.  
• The ability to work on own initiative and also collaboratively within a team.  
• Respectful of confidentiality. | • Knowledge of Agresso or similar finance system.  
• Knowledge of Content Management Systems. |
| Experience | • Experience of working in an administrative support role.  
• Experience of, or a familiarity with, the full recruitment and selection cycle. | • Working in a multi-site business.  
• Working in the public or private education sector.  
• Working in a Recruitment or HR support role. |

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other GUS sites within London and across the UK.