

Job Specification

Recruitment and Resourcing Co-Ordinator Human Resources

Responsible to:	Recruitment and Resourcing Advisor
Responsible for:	N/A
Grade of post:	Grade 4 £26,953.13 per annum to start
Hours of work:	37 hours
Work location:	Rodbaston Campus (may involve some travel to other campuses)
Code:	TBC

Job Purpose: To support the delivery of an effective, responsive recruitment and resourcing service that enables safe, fair and timely appointments across the College. The post holder will coordinate the administration of vacancy approval, recruitment, selection and onboarding activity through the College's applicant tracking system and associated HR systems, ensuring accurate documentation, timely communication, complete records and effective escalation of recruitment, onboarding or compliance issues to the Recruitment and Resourcing Advisor.

Key Duties & Responsibilities

Under the guidance of the Recruitment and Resourcing Advisor:

1. Coordinate administrative recruitment and onboarding activity, acting as a first point of contact for candidates, recruiting managers, panel members and external agencies throughout the recruitment process.
2. Support vacancy approval, campaign set up and advertising through the applicant tracking system, ensuring job adverts, job descriptions, person specifications and recruitment records are accurate, up to date and published through the appropriate channels.
3. Maintain a professional and responsive candidate experience, ensuring applicants receive timely communication, accurate information and appropriate support at each stage.
4. Administer recruitment processes, including the recruitment mailbox, helpdesk tickets, interview arrangements, diary management, candidate communications, shortlisting packs, offer letters, contracts, rejection correspondence and payroll forms.
5. Track recruitment activity, key deadlines and campaign progress, following up with managers, panel members and candidates to support timely recruitment and escalating delays where required.
6. Coordinate the administration of pre-employment and safer recruitment checks, including references, qualifications, employment history and other role specific checks, ensuring

Job Specification

records are complete and any concerns are escalated to the Recruitment and Resourcing Advisor.

7. Ensure new starters are set up accurately and on time, including ATS and HRIS records, starter documentation, payroll information, induction information, IT and manager notifications.
8. Maintain accurate recruitment records and applicant tracking system information, ensuring vacancies, applications, shortlisting outcomes, interview records and appointment documentation are recorded and retained in line with Ofsted and data protection requirements.
9. Support the administration of fair, inclusive and consistent recruitment practice in line with college policy, equality legislation, safer recruitment requirements and Keeping Children Safe in Education statutory guidance, escalating queries to the Recruitment and Resourcing Advisor where guidance is required.
10. Support internal recruitment, liaison with agencies, occupational health, testing or assessment arrangements where required, redeployment related activity and routine recruitment reporting, providing cover for HR colleagues where required.
11. Escalate recruitment risks, delays, incomplete pre-employment checks, candidate concerns, agency queries or compliance issues to the Recruitment and Resourcing Advisor in a timely way, supporting effective oversight of recruitment activity.

Other Duties and Responsibilities

- To carry out all duties in accordance with the College's Health and Safety, Safeguarding & Equality & Diversity policies, procedures, practices and training.
- To carry out any other duties as directed by your Line Manager.

Safeguarding

The College considers that the job holder for this role should have a DBS Enhanced disclosure.

Communication – Oral and written	• Provide clear, accurate and timely communication to candidates, recruiting managers, panel members, colleagues and agencies throughout the recruitment and onboarding process. • Prepare and issue recruitment documentation through the applicant tracking system and associated HR processes, including adverts, shortlisting packs, interview correspondence, offer letters, contracts, rejection correspondence and onboarding information. • Ensure recruitment and onboarding communications are proof-read, personalised where required and consistent with College policy, safer recruitment requirements and agreed standards.
----------------------------------	---

Job Specification

	Maintain accurate ATS, HRIS and recruitment records, ensuring information is captured promptly and correctly.
Teamwork & Motivation – internal or external, can be fixed, matrix, project groups	- Work effectively as part of the HR team, supporting recruitment activity, onboarding, HR administration and cover arrangements where required. - Contribute to a positive, responsive and professional HR service, supporting colleagues during busy recruitment periods and maintaining high standards of accuracy and confidentiality.
Liaison & Networking – Liaison is making and maintaining individual work-related contacts; network is interconnecting group of people (internal and/or external)	- Liaise with recruiting managers across the College to coordinate vacancy activity, shortlisting, interview arrangements, panel documentation and recruitment timelines. - Maintain effective working relationships with candidates, managers, HR colleagues, payroll, IT, occupational health providers and recruitment agencies to support a smooth appointment and onboarding process. - Follow up outstanding information, checks and documentation to ensure recruitment campaigns and new starter arrangements progress in a timely way.
Service Delivery – customer is anyone receiving services	- Provide a professional, accurate and responsive service to candidates, managers, employees and external contacts, ensuring enquiries are handled promptly and appropriately. - Support a positive candidate experience by providing clear information, timely updates and practical support throughout recruitment, selection and onboarding.
Decision Making – relates to finance, physical resources, students, staff, and policy	- Prioritise recruitment and onboarding work within agreed processes, making day to day decisions about workload, follow up actions and the timely completion of documentation. - Identify and escalate delays, incomplete safer recruitment checks, documentation concerns or process issues to the Recruitment and Resourcing Advisor or relevant manager.
Planning & Organising – financial, capital and people	- Plan and organise recruitment administration across multiple vacancies, balancing deadlines for advertising, shortlisting, interviews, offers, pre-employment checks, onboarding and payroll cut offs. - Maintain ATS records, recruitment trackers, follow up systems and routine reports to support effective monitoring of vacancy progress, timeframes and onboarding activity.
Initiative & Problem Solving – identifying actual/potential problems, considering/devising solutions, implementing. Consider acting within given boundaries.	- Resolve routine recruitment and onboarding queries within agreed processes, using initiative to identify practical solutions and seeking guidance where matters fall outside established procedures. - Identify potential issues in recruitment records, candidate communications, pre-employment checks or system information and take appropriate action to correct or escalate them.

Job Specification

Investigation & Analysis – includes research	- Check ATS, recruitment, onboarding and HRIS data for accuracy, completeness and consistency, ensuring records are suitable for audit, Ofsted and data protection requirements. - Support routine recruitment reporting by maintaining vacancy, applicant tracking, pre-employment check and onboarding information.
Sensory & Physical Demands – uses senses singly or in combination and use of physical skills/ effort	- Use Microsoft Office, Outlook, HR systems, the applicant tracking system and electronic filing systems accurately and efficiently. - Maintain electronic and paper recruitment records to a high standard, ensuring confidentiality, accuracy and compliance with data protection requirements.
Work Environment – conditions under which they work. Risk/H&S	Work in an office based environment, with occasional travel to other campuses as required, taking responsibility for own health and safety and considering the safety of colleagues, candidates and visitors.
Pastoral Care & Welfare – physical, mental health & wellbeing	Handle personal, recruitment and employment information confidentially and sensitively, recognising when matters should be referred to an appropriate HR colleague or manager.
Team Development – coaching, development of team (not others)	- Explain recruitment, onboarding and basic HR administration processes to new starters, managers and colleagues where required. - Support consistency within the HR team by sharing process knowledge, maintaining clear records and helping colleagues understand recruitment administration procedures.
Teaching & Learning - Support all types of teaching and learning support outside of immediate work team	- Support new starters by explaining relevant onboarding steps, self-service systems and basic employment administration processes. - Assist HR colleagues and managers with consistent recruitment and onboarding administration where guidance on process is required.
Knowledge & Experience – knowledge acquired through education/ qualifications and experience	Strong administration experience, with knowledge of recruitment coordination, onboarding processes, applicant tracking systems, HR systems, data protection and safer recruitment requirements.

PERSON SPECIFICATION

Education/Qualifications			
Essential:	S/L	I	A
Level 2 qualification in English and maths, or equivalent.	x		
Desirable:			
Level 3 qualification in Business Administration, HR or a related subject.	x		
Experience and Technical Skills			

Job Specification

<i>Essential:</i>	S/L	I	A
- At least 1 years' experience of providing accurate administration in a busy, deadline driven environment. - Experience of using Microsoft Office, databases, HR systems or applicant tracking systems to maintain accurate records. - Strong written and verbal communication skills, with experience of dealing professionally with internal and external contacts. - Excellent attention to detail and ability to handle confidential information accurately and appropriately. - Customer focused approach, with the ability to provide a responsive and professional recruitment and onboarding service. - Ability to follow agreed processes, identify issues and escalate concerns where required.	x	x x x	
Desirable			
- Experience of recruitment, onboarding or HR administration processes. - Experience of using an applicant tracking system to support vacancy management, candidate communication or recruitment administration. - Awareness of safer recruitment, pre-employment checks, data protection or education sector compliance requirements.	x x	x x x	
Personal/Behavioral Attributes			
<i>Essential:</i>	S/L	I	A
- Highly organised, accurate and able to work at pace and effectively under pressure. - Able to work independently and collaboratively as part of a team. - Professional, confidential and approachable, with a commitment to fair and inclusive service delivery. - Ability to organise own workload, manage competing priorities and maintain effective follow up systems.	x	x x x x	
Other Requirements			
<i>Essential:</i>	S/L	I	A
- Enhanced DBS clearance and completion of all required pre-employment checks. - Ability to travel between and work from College sites as required.		x x	

S/L = Short Listing I= Interview A=Assessment