

Recruitment Assistant

We are looking for an organised, methodical, administrator to support our busy HR team through our peak recruitment season.

Role overview

- Co-ordinating interview days and escorting candidates around the site
- Scheduling interviews
- Managing candidate applications

What we are looking for

- A fast learner with excellent organisation and communication skills
- Strong administrative skills and attention to detail
- Ability to prioritise tasks and work to tight deadlines

The offer

- 3 month contract
- Monday - Friday (4 hours per day on site, between 8.30am - 5.00pm)
- Pro-rata of £32,000 per annum

How to apply

<https://mynewterm.com/jobs/100861/EDV-2025-DC-23950>

Applications close on 7 January 2026

Interviews will be held week beginning 12 January 2026

Please note

Recruitment into education is heavily regulated and our application forms are designed to meet our safeguarding obligations. We suggest that you have to hand your work history dates and explanations for any gaps before you start the process.

School fee discount will not be offered as a benefit with this role.

