

Trust Recruitment Support Assistant Person Specification

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths (A to C/9 to 4) • Willingness to undertake training relevant to the role. 	<ul style="list-style-type: none"> • Administrative or HR-related qualification (e.g. Business Studies, BTEC, T-Level).
Experience	<ul style="list-style-type: none"> • High level of competency in ICT (email, Word, Excel.) 	<ul style="list-style-type: none"> • Experience of working in an administrative role. • Experience of managing multiple tasks and prioritising workload in a busy environment.
Skills	<ul style="list-style-type: none"> • Strong organisational skills with the ability to manage and prioritise competing demands. • Confident IT skills, with the ability to use a range of systems effectively in day-to-day work. • Clear and professional communication skills, both written and verbal. • Understanding of the importance of confidentiality, safeguarding and data protection. 	
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated with the ability to work independently and take initiative. • Reliable and professional, with a strong work ethic and commitment to “getting the job done”. • Flexible and adaptable, with a positive and proactive approach to work. • Ability to manage a high volume of small tasks efficiently and remain calm under pressure. • Trustworthy and discreet when handling sensitive information. • Strong team player with a willingness to support colleagues when required. 	