



PERSON SPECIFICATION

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| JOB TITLE | Recruitment Coordinator | |
| DEPARTMENT/SECTION | HR | |
| SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> | | |
| The postholder will be required to; <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. | | |
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| CRITERIA | ESSENTIAL | DESIRABLE |
| Educated to degree level or similar | √ | |
| A strong Administrator with experience in recruitment/HR | √ | |
| Up-to-date knowledge of employment law and its practical application | | √ |
| IT literate, particularly MS Office | √ | |
| EXPERIENCE | | |
| Experience of recruitment | √ | |
| Experience of a customer service role | √ | |
| Experience of working within a School | √ | |
| Awareness of safeguarding requirements and good practice within an educational environment | √ | |
| COMPETENCIES | | |
| Excellent people skills, high confidence and an ability to build strong rapport with colleagues and candidates both via telephone and email correspondence. | √ | |
| Ability to manage high volume activity at pinch points of the year. | √ | |
| Detail orientated and methodical. | √ | |
| Ability to prioritise tasks and meet deadlines. | √ | |
| Strong written and verbal communication skills. | √ | |
| Ability to demonstrate tact, diplomacy and sensitivity when necessary. | √ | |
| Willingness to adopt and promote the culture of the School. | √ | |
| Willingness to build an encyclopaedic understanding of the School, our people and what great looks like for us. | √ | |
| Ability to remain calm and professional whilst under pressure. | √ | |
| Display a smart and professional appearance representing the School in a positive manner. | √ | |
| Enthusiastic, with an eagerness to learn and develop skills. | √ | |