



**CRANLEIGH**  
EX CULTU ROBUR

## **JOB DESCRIPTION/PERSON SPECIFICATION**

### **RECRUITING & PERSONNEL ADMINISTRATOR**

**Reports to: Personnel Manager**

#### **Job Description**

- Main focus is taking the lead in organising recruiting of bursarial staff and teaching staff across both Cranleigh School and Cranleigh Prep School, including advertising job vacancies externally/internally and on the School Website and arranging interview schedules and files.
- Participate in bursarial applicant interviews and conduct safer recruiting interviews when necessary.
- Safer recruiting processes including taking up references.
- General recruitment and personnel administration.
- Assist with the online training platform Onstream in conjunction with other personnel staff.
- Update Single Central Register as necessary, keeping it up-to-date and compliant.
- Deal with day to day recruiting correspondence including drafting and typing letters and emails.
- Maintain the recruiting records, archiving and shredding as necessary.
- Support the Personnel Team as required.
- Reception cover at ad hoc times as necessary.
- Any other administrative and personnel duties as directed.

#### **Person Specification**

- Solid recruiting background essential, preferably in-house recruiting admin experience.
- Excellent administrative and organisational abilities with attention to detail.
- Strong interpersonal skills with a friendly telephone manner.
- Confident with Microsoft Word/Excel and database inputting.
- Previous involvement in a school or HR environment would be beneficial.

#### **Key Terms and Current Benefits**

- Full-time working throughout the year, Monday to Friday, 8.30am-5.00pm.
- Salary negotiable and dependent on experience.
- Annual holiday entitlement: 25 days per annum plus Bank Holidays when out of term time.
- Auto enrolment into a pension scheme.
- Optional School Sports Club membership.
- Lunch when available during term time.
- Free car parking.

