

JOB DESCRIPTION

**Talent Acquisition
Assistant**

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Talent Acquisition Assistant
Department	People Services
Pay Spine	Scale 4
Post Reports To	Talent Acquisition Business Partner

MAIN TASKS

To enhance the College's attraction and talent acquisition efforts by focusing on developing inclusive attraction strategies aimed at reducing vacancies and reliance on agency workers.

The Talent Acquisition Assistant plays a vital role in supporting recruitment activity within our People Services Team. You will help ensure the smooth and efficient delivery of recruitment services while providing an exceptional candidate experience.

In this role, you will coordinate key administrative tasks, manage recruitment communications, maintain accurate documentation and systems, and uphold all process standards. You'll also collaborate closely with the wider Talent Acquisition team and hiring managers and may occasionally support other areas within the People Services Team as needed.

MAIN DUTIES

- Post job adverts across external platforms, including job boards and prepare adverts for the internal staff update.
- Prepare and issue recruitment documents and ensure all compliance checks are completed.
- Maintain and update the recruitment system (iTrent) and other internal tools, including the recruitment tracker and the Single Central Record.
- Produce recruitment data and metrics to support Talent Acquisition reporting as requested by the Talent Acquisition Business Partner.
- Act as a point of contact for candidates, providing clear and timely communication throughout the process.
- Support onboarding activities and documentation to ensure a smooth transition for new starters.

- Liaise with internal stakeholders to align on recruitment needs and timelines.
- Contribute to ongoing process improvement across the talent acquisition function.
- Support with the planning and coordination of the college induction lunch for all new starters.

GENERAL

- To implement College policies, particularly those relating to equality and diversity.
- To implement Health and Safety and security measures in accordance with statutory and College requirements.
- To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
- To develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviour
- To undertake any other duties consistent with the key responsibilities and/or duties of the post or designated to you by your leader or a member of the leadership team.

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.

- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Level 2 in English and Maths or a willingness to achieve within a specified period	E		
EXPERIENCE			
Experience of working in a customer-focused environment	E		
Experience of using Microsoft packages	E	E	
Experience of using Applicant tracking systems/HR integrated systems	D		
SPECIAL ABILITIES AND APTITUDE			
Demonstrable good written and oral communication skills	E		
Ability to work as part of a team	E		
Ability to liaise with staff and people at all levels (external and internal)	E		
Strong organisational and time management skills, with the ability to manage multiple priorities	E		
Ability to work with attention to detail	E		
OTHER REQUIRMENTS			
A willingness to adopt a proactive and flexible approach	E		

* **Key:** AF = Application Form, I = Interview, A = Assessment