

Person Specification



PERSON SPECIFICATION

JOB TITLE: Recruitment Coordinator

RESPONSIBLE TO: Talent Acquisition Specialist

RESPONSIBLE FOR: None

Criteria	Essential	Desirable
Qualifications		
L2 / L3 Business Administration qualification or relevant qualification	✓	
GCSE Maths and English (Grades 4-9 or A-C)	✓	
Experience		
Proven experience of recruitment / human resources administrative processes ideally within a highly regulated sector (e.g. education, healthcare, social care or financial services)	✓	
Competent digital skills including databases and systems, Microsoft products, social media and AI.	✓	
Strong background in pre-employment vetting, DBS checks and other compliance critical vetting.	✓	
Familiarity with mandatory training requirements, and experience in tracking and managing compliance		✓
Essential Knowledge & Skills		
An understanding and experience of working with employment legislation, safer recruitment principles, Home Office schemes and GDPR.	✓	
Ability to build strong, credible relationships with hiring managers, key stakeholders – both internal and external.	✓	
Excellent organisational skills with the ability to prioritise competing demands and manage a varied workload.	✓	
Good written and verbal communications skills.	✓	
High attention to detail, particularly when handling marketing and advertising and compliance processes.	✓	
Ability to develop strong operational awareness and balance the needs of people with the business and operational priorities.		✓
Personal Qualities		
Professional, approachable, and confident when representing the organisation to candidates and stakeholders	✓	
Proactive and solutions-focussed, with a drive to continuously improve processes and candidate experience.	✓	

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Resilient and adaptable, comfortable working at pace and responding to changing priorities.	✓	
Commitment to fairness, inclusion and consistent application of recruitment best practice.	✓	
Must have a full driving licence and access to own transport	✓	
Willingness to work flexibly to include some evening work to support business needs.	✓	