

Person Specification

Job Title: Recruitment Assistant

Department: Employment Services

Job Requirements		Weighting
QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> Level of education Professional qualifications Vocational Training Post basic qualifications Training and learning programmes/courses 	<ul style="list-style-type: none"> 5 GCSEs, A to C including English Language and Mathematics 	E
	<ul style="list-style-type: none"> 2 A levels or equivalent vocational qualification or relevant experience at this level 	E
	<ul style="list-style-type: none"> Certificate in Personnel Practice or equivalent experience 	D
	<ul style="list-style-type: none"> Evidence of continuous professional development 	E
EXPERIENCE <ul style="list-style-type: none"> Length and type of experience Level at which experience gained 	<ul style="list-style-type: none"> Administration experience in a NHS Employer or 1 years experience in a recruitment/HR environment 	E
	<ul style="list-style-type: none"> Experienced and skilled in use of Microsoft Office 	E
	<ul style="list-style-type: none"> Experience of working to deadlines 	E
	<ul style="list-style-type: none"> Working within an office environment 	E
SKILLS/KNOWLEDGE <ul style="list-style-type: none"> Range and level of skills Depth and extent of knowledge 	<ul style="list-style-type: none"> Opportunities issues in relation to recruitment and selection 	E
	<ul style="list-style-type: none"> Good written and verbal skills 	E
	<ul style="list-style-type: none"> Good keyboard skills 	E
	<ul style="list-style-type: none"> Willingness to learn 	E
PERSONAL QUALITIES <ul style="list-style-type: none"> Sometimes called attributes 	<ul style="list-style-type: none"> Good attention to detail 	E
	<ul style="list-style-type: none"> Demonstrates an organised approach to work 	E
	<ul style="list-style-type: none"> Ability to prioritise work appropriately 	E
	<ul style="list-style-type: none"> Ability to re-prioritise workload or situations due to constantly changing demands 	E
	<ul style="list-style-type: none"> Good team player 	E
	<ul style="list-style-type: none"> Able to use own initiative and take appropriate decisions/actions 	E
	<ul style="list-style-type: none"> Able to work effectively in stressful situations 	E
	<ul style="list-style-type: none"> Ability to concentrate and maintain effectiveness subject to frequent interruptions for advice or queries 	E
	<ul style="list-style-type: none"> Awareness of own limitations 	E
	<ul style="list-style-type: none"> Positive approach to change 	E
	<ul style="list-style-type: none"> Able to work with staff at all levels within the Trust 	E
	<ul style="list-style-type: none"> Demonstrates a high level of personal motivation 	E
	<ul style="list-style-type: none"> Able to work to tight deadlines in a busy environment 	E

OTHER JOB REQUIREMENTS <ul style="list-style-type: none"> Physical attributes Specific job circumstances such as unsocial hours Special requirements such as car driver 	<ul style="list-style-type: none"> Passes Occupational Health screening Professional appearance 	E E
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* Notes on Completion	
JOB REQUIREMENTS The job requirements are in effect the person specification, in that they specify the person who could do the job competently.	WEIGHTING Please indicate for each criteria whether it is Essential or Desirable .