

Recruitment Administrator

Clear Links provides an individually tailored Support Worker Service for disabled and dyslexic students in education. We operate nationally from our office on Ecclesall Road in Sheffield.

We are committed to providing the best possible service to students and to ensure their experience of our service is a positive one.

We are looking for a Recruitment Administrator to join our team. Experience is preferable but not essential and a full training programme will be provided for the new member of staff.

The Person

We are looking for someone who has:

- A passion for first class customer service
- Excellent communication and interpersonal skills
- The ability to work to a high standard under pressure
- A proactive approach to their work
- Confidence and competence in undertaking administrative tasks
- Self-motivation and good organisational and time management skills
- Excellent attention to detail

The Role

We have a Recruitment and Training Team based in our office.

The Role Involves:

- Recruiting support workers to ensure a supply of appropriately qualified, trained and suitable workers for the Support Service
- Reviewing support worker application forms and CVs, selecting applicants against specific criteria
- Undertaking checks of applicants' documentation to evidence right to work in the UK and relevant/appropriate qualifications
- Completing the reference procedure
- Arranging online training requests and processing incoming training results
- Administering the recruitment process following agreed recruitment practices and current employment legislation
- Dealing with telephone and email queries from applicants and support workers
- Providing guidance to applicants
- Record keeping, data maintenance and other administrative tasks
- Liaising with educational institutions
- Delivering a high quality service to all stakeholders
- Working efficiently and effectively in a team

Job Type

- Permanent
- Full-time: 9am to 5pm Monday to Friday
- Salary: £19,352.00/year