**Person Specification**

Job title: Recruiting Coordinator

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|  | **Essential (E)/ Desirable (D)** | | **How assessed**  **Application (A)**  **Interview (I)**  **Task (T)** |
| **Education, professional training, and qualifications** | | | |
| **Educated to A-Level or equivalent** | E | | A |
| **Hold a Business Administration / Recruitment qualification** | D | | A |
| **Hold a childcare qualification** | D | | A |
| **Experience and specialist knowledge** | | | |
| **Experience working within a busy office environment in a customer facing administrative role** | E | | A |
| **Experience of working with specialist database programme(s)** | D | | A |
| **Experience working within a recruitment role** | D | | A |
| **Skills and abilities** | | | |
| **Strong customer service skills** | E | | I/T |
| Excellent written and oral communication skills | E | | A/I/T |
| Computer confident with good IT skills using Microsoft Office | E | | T |
| High level of attention to detail | E | | A/T |
| Excellent interpersonal skills, able to build rapport when meeting new people | E | | I |
| Highly effective organisational and time management skills | E | | A/I |
| Proactive team player | E | | A/I |
| Ability to work collaboratively across boundaries in partnership with colleagues | E | | I |
| Ability to work in and adapt to a fast-paced environment | E | | A |
| Ability to problem solve and develop solutions | E | |  |
| **Personal qualities** | | | |
| **Has an approachable, professional manner** | E | | I/T |
| **Knowledge or experience of working with children** | D | | A |
| Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities | D | | I |
| Ability to manage change positively | E | | I |
| Discreet and can maintain confidentiality | E | | I |
| Can act on own initiative within specified boundaries | E | | A |
| Proactive in pursuit of work to its completion | E | | I/T |
| Flexible in approach to work | E | | I |
| Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment | E | | I/T |
| Demonstrates a commitment to supporting a customer focussed and student-centred learning experience | E | | I/T |
| Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner | E | | I/T |
| Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda | E | | I |
| Demonstrable experience of representing the values of an organisation in daily life | E | | A/I |
| Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities | E | | A/I |
| Demonstrates a positive attitude, professionalism, passion and energy | E | | I |
| Demonstrates willingness to immerse into the life and culture of Norland | E | | I |
| Motivated and committed to continuous improvement for self and colleagues | E | | A/I |
| Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others | E | | A/I |
| **Unusual post requirements** | | | |
| Occasional Saturday working to cover Norland open days and other events | | E | A/ I |

Key: **Role specific** Generic