

GuildCare[♥]	GUILD CARE JOB DESCRIPTION
Job Title	Recruitment Administrative Assistant
Unit	Human Resources
Responsible To	Recruitment Specialist / Recruitment Manager
Responsible For	N/A
Salary	Spinal Point 14 (£24,637.80)
Hours of Work	35

Job Requirements	
Essential	✓ Flexible team player ✓ Experience and passion for administration duties ✓ High Attention to detail ✓ Uses initiative and proactively anticipates requirements ✓ Adheres to policies and procedures in an effective manner ✓ Actively promotes fairness, diversity and equal opportunities ✓ Clear communication skills including written and verbal ✓ Has excellent attention to detail ensuring all documentation and data entry is accurate ✓ Relevant IT (Word & Excel) and social media skills ✓ Understanding of right to work checks ✓ Understanding of DBS checks ✓ The postholder must be able to provide a satisfactory Disclosure and Barring Service check
Desirable	✓ Experience of working in a CQC setting ✓ Experience of working within a Charitable organisation ✓ HR Qualification

Job Purpose

The Recruitment Administrative Assistant will be a proactive and highly organised person with a passion for helping others. As part of this role, you will work closely with the recruitment team in order to provide new employees with a warm and welcoming onboarding experience at Guild Care. Throughout the recruitment process, you will build positive relationships with your colleagues, the services, and new employees through regular communication and support to ensure that everything is seamless from interview to induction.

As part of our team, you will take part in recruitment events and community projects to meet new people, share information about Guild Care, and promote the rewarding aspects of working for the charity.

In this role, you will assist the recruitment team with all administration duties, including all pre-employment checks, auditing employee files in order to ensure compliance, recruitment events, ad hoc interviews and helping with day-to-day duties. In all cases, ensuring confidentiality is of paramount importance.

Main Duties

- To provide a warm and welcoming environment and a supportive service to employees, colleagues and contacts.

- To ensure all employee records are up to date and recorded on the database as appropriate
- Assist in pre-employment checks for new employees, obtaining the information necessary for the start of their employment
- To be responsible for sending employment references and following up on outstanding information if necessary
- To add new employees to the database as well as to update information as required
- To handle the new employee information and share the necessary data with relevant parties on an as needed basis
- To audit all new employee files to make sure they are compliant and follow-up on any documentation that has not been captured
- To share the employment information of new employees with the regulated services through an electronic file sharing system
- To be present at meetings where necessary
- To perform a range of administrative tasks such as correspondence, filing, pre-booking meetings and answering calls as necessary to support and assist the full recruitment process
- To carry out file audits across all services so as to conform to GDPR regulations as necessary.
- To assist with any additional adhoc duties that may be necessary as part of this role
- To participate in recruitment events both in-house and in the local community to promote Guild Care roles as well as the benefits of working at Guild Care.

BELIEF Values

Guild Care has adopted the following BELIEF values which underpin everything we do. These values are important to us and are discussed as part of our performance management conversations.

BELIEF Values	
Brave	✓ Courageous ✓ Passionate ✓ Empowered
Engaging	✓ Straightforward ✓ Authentic ✓ Present
Loving	✓ Genuine ✓ Caring ✓ Interested
Integrity	✓ Respectful ✓ Accountable ✓ Trustworthy
Everyone matters	✓ Considerate ✓ Attentive ✓ Appreciative
Free to be me	✓ Playing to strengths ✓ Supportive ✓ Vulnerable

Health and Safety

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

- Take reasonable care of yourself and others at work
- Co-operate with Guild Care to ensure the laws relating to health and safety are not broken.
- Report any problems or concerns about health and safety to the manager in the area in which you are working.

Equal Opportunities

Guild Care is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Confidentiality

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of their duties.

Scope of Job Description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

Signature	
Name	
Date	