



WESTMINSTER SCHOOL

Recruitment and Onboarding Assistant – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A Level (or equivalent)	Yes	
	Level 3 CIPD		Yes
	Understanding of HR systems and candidate management systems		Yes
Knowledge/Experience	Proven experience as an effective administrator	Yes	
	Experience of working within an education setting		Yes
	Experience of handling confidential and sensitive information	Yes	
	Basic knowledge and understanding of the main functions of an HR department	Yes	
	Basic knowledge of employment law		Yes
	Basic knowledge and understanding of safeguarding in relation to children or young people	Yes	
	Knowledge of Safer Recruitment regulations, including Keeping Children Safe in Education (KCSIE) regulations		Yes
	Understanding of confidentiality in the context of a human resources department	Yes	
	Awareness of equality and diversity in relation to recruitment and the workplace	Yes	
	Experience of using candidate management systems and/or onboarding new starters		Yes
Skills and abilities	Excellent team working skills	Yes	

	Supportive and empathic	Yes	
	Excellent I.T. skills, including MS Office	Yes	
	Able to remain calm under pressure	Yes	
	Excellent organisational skills, able to ensure deadlines are met	Yes	
	High level of attention to detail	Yes	
	Ability to use own initiative as and when required	Yes	
	Excellent communication skills, both written and verbal	Yes	
	Excellent people skills, with the confidence to interact effectively with staff across both schools, job applicants and new starters	Yes	
	Committed to the School's policies on equality, diversity and inclusion together with a willingness to promote equality of opportunity in all aspects of the role and School life	Yes	