

Person Specification - Recruitment & Compliance Administrator

	Essential	Desirable
Qualification	Educated to GCSE level or equivalent including English & Maths.	Working towards CIPD or CertRP or equivalent
Experience & Skills	<p>Understanding of internal Recruitment and HR processes</p> <p>Understanding of pre-employment checks and their relevance and importance within the care sector</p> <p>Strong administration experience gained in a fast-moving and reputable organisation</p> <p>Experience of working independently and self-motivating</p> <p>Excellent IT skills, particularly Microsoft Office and Excel skills with the ability to produce reports present information in forms, tables, and spreadsheets</p> <p>Highly effective communicator</p> <p>Excellent time management skills to meet set deadlines</p> <p>Ability to work managing conflicting deadlines and changing priorities</p> <p>Excellent attention to detail and accuracy</p> <p>Flexibility to be able to occasionally travel to care homes and careers events</p>	<p>Recruitment and/or HR administration experience, gained ideally within a Health Care organisation</p> <p>Experience in using MS Publisher, creating newsletters or similar</p> <p>Experience with social media for business purposes</p> <p>Experience in using an ATS (Applicant Tracking System)</p>

	around the UK	
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Greensleeves Care Values	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"> 1) Respect - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions. 2) Openness - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading. 3) Responsibility - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.
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