



PERSON SPECIFICATION

JOB TITLE	Recruitment Officer	
DEPARTMENT/SECTION	HR	
SAFEGUARDING: <p style="text-align: center;"><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</p>		
CRITERIA	ESSENTIAL	DESIRABLE
Educated to degree level or similar	√	
A strong Administrator with some experience, or a real interest in, recruitment	√	
Up-to-date knowledge of employment law and its practical application		√
IT literate, particularly MS Office	√	
EXPERIENCE		
Experience of recruitment	√	
Experience of a customer service role	√	
Experience of working within a School		√
Awareness of safeguarding requirements and good practice within an educational environment		√
COMPETENCIES		
Excellent people skills, high confidence and an ability to build strong rapport with colleagues and candidates both via telephone and email correspondence.	√	
Ability to manage high volume activity at pinch points of the year.	√	
Detail orientated and methodical.	√	
Ability to prioritise tasks and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Willingness to build an encyclopaedic understanding of the School, our people and what great looks like for us.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	