



JOB DESCRIPTION

POST TITLE: GRADUATE TRAINEE - HR RECRUITMENT and
BUSINESS ADMIN - PRISON EDUCATION
(FIXED TERM FOR 18 MONTHS IN THE FIRST
INSTANCE)
POST NUMBER: WREQ3325
GRADE: GRADUATE SCALE

JOB PURPOSE

This is an exciting role within the Regional Management Team who oversee Prison Education in the South-East Region on behalf of Weston College.

You will gain experience in a busy office supporting the Business and HR Operations covering areas such as Governance, Contract Compliance and HR recruitment within Prison Education. You will experience working and liaising with Prison Staff and Managers.

The appointee will join the Regional Management Team South-East Prison Education of Weston College as a Graduate Trainee in the regional office and will be line managed by the Regional Director, who will provide general supervision.

You will also form part of the wider College HR team and will be supported by the Regional HR Advisor.

You will provide comprehensive secretarial/administrative support. The College will from time to time review its administration needs and may require you to provide these services in any of the 10 prisons within the Kent, Sussex and Surrey region, in the short or long term. You will provide confidential, ad-hoc advice and support on HR issues to all staff within the Weston College Group and to deliver a high-quality HR service in compliance with statutory obligations and best practice.

You may also be required to spend time at Weston College with the HR team to support your development.

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DUTIES AND RESPONSIBILITIES

- To assist with the administration of the recruitment and selection process for all staff, placing advertisements, setting up selection programmes, assist and support managers in the organisation of the interview day.
- To attend recruitment events to promote job vacancies, advice and guidance upon the range of vacancies available.
- Utilise social media to advertise positions, attract candidates and build relationships.
- Update recruitment reports, databases and documents and communicate effectively.
- To be proactive and engage with potential candidates and raise Weston College profile.
- To assist with the shortlisting of candidates for interviews, setting up shortlisting sites on the HR system promptly and accurately, liaising with candidates at all stages.
- To liaise and communicate with managers to prepare, organise and set up of interviews.
- To liaise and build relationships with external recruitment agencies.
- Requesting references and checking the suitability of applicants before candidate start.
- To contribute to the Human Resources team and be flexible during times of absence or peak workloads to ensure standards and quality are maintained.
- Deal effectively and promptly with customer needs by telephone, written correspondence and in person.
- Ensure offer letters and new starter paperwork is issued accurately and promptly with the required authorisation. To assist with the new starter induction process.

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- To assist with the administration of the staff development process, making bookings, travel and accommodation arrangements and maintain computerised records. Ensure correct records (computer and paper) are maintained.
- To carry out specific projects as required under the direction of the HR Director and HR Managers.
- Undertaking general clerical duties, including dealing with enquiries, minute taking, filing, accurate data entry, and record keeping.
- Complying with Information Security requirements, in line with Weston College policy.
- To use a computer to input data onto spreadsheets or databases including the setting up of simple spreadsheets or databases. Word process memos, letters, reports and other communications. Draft replies to general enquiries.
- Take minutes at meetings at formal contract meetings, Regional team meetings and meetings as required by the Regional Director.
- To receive telephone calls and visitors, as well as answering general enquiries relating to the Department.
- To maintain appointment diaries and arrange meetings.
- To liaise with personnel in other departments or external organisations to obtain and provide information.
- To record Departmental absence and leave on the College's Personnel database.
- To support the regional Director with communication regarding Governance and Contract Compliance.
- Undertaking such duties as may be reasonably required, commensurate with the grade of the appointment.



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HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

PLACE OF WORK

This role is based at the regional office which is based at the Mid-Kent College campus in Maidstone, however the postholder may be required to work at different sites within the Weston College Group as directed.

SUPERVISION RECEIVED

Your Line Manager is the Regional Director. The post holder will be expected to organise their own workload and work on their own initiative.

CONDITIONS OF SERVICE

The College standard Contract of Service for support staff applies.

SALARY

Graduate Trainee Scale: £18,329.00 per annum.

HOURS

Hours of attendance: Full time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and centre closures.

The College reserves the right to direct up to five days of your annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
A Degree, or professional qualification which is appropriate to the role.	✓	
Excellent IT skills using the MS Office package, particularly Excel and Word.	✓	
Experience of working within administration or recruitment.		✓
The ability to work under pressure in a daily fluctuating environment.	✓	
Confidentiality.	✓	
Excellent communication and interpersonal skills.	✓	
Enthusiasm and a positive attitude to improving the quality of service.	✓	
An approachable, friendly, and can-do manner.	✓	
Excellent time-management and organisational skills: The ability to plan ahead, manage multiple deadlines, prioritise workloads, and respond to planned and ad hoc demands.	✓	
Ability to maintain a high level of accuracy.	✓	
Strong teamwork skills.	✓	
Evidence of proactivity in the workplace, and the ability to embrace and adapt to change to bring about continued improvements.	✓	
Full driving license and access to own vehicle.	✓	