

 Xentrall Shared Services Delivering Excellence for All		JOB DESCRIPTION	
Directorate: Finance, Transformation & Performance		Service Area: Xentrall HR and Payroll	
JOB TITLE: Recruitment Assistant			
GRADE: F			
REPORTING TO: Recruitment Team Leader			
1.	JOB SUMMARY: You will be responsible for assisting in the delivery of transactional HR and Recruitment matters. You will be required to have a knowledge across the customer base including many customers external to the local authorities that operate on a separate contract and service level agreement basis. This will require you to develop knowledge of various terms and conditions of employment and multiple processes and procedures. You will be responsible for ensuring the service is provided to a high standard and in a timely manner to meet legislative requirement. You will have strong interpersonal skills and the ability to work proactively with a range of internal and external customers. The job involves working to strict deadlines and you should be able to manage conflicting priorities and have excellent time management skills.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To be responsible for administering a range of recruitment tasks and these will vary across local authorities, schools and academies. You will need to understand the various recruitment processes and carry out tasks in accordance with each customers requirement.	
	2.	To be responsible for ensuring any requests for advertising received from schools and academies are correctly authorised and advertising any vacancies using approved sites ensuring all necessary documentation is complete, this will include when necessary extending any closing dates or re-advertising of posts as agreed with the customer.	
	3.	To be responsible for preparing and issuing relevant employment correspondence to successful candidates including offer letters and contracts of employment within legal guidelines and timescales	
	4.	To be responsible for the administration of pre-employment checks including, identification documents, proof of right to work in the UK, evidence of qualifications, online DBS (Disclosure and Barring Service) checks, health checks, references, checks on gaps in employment, if not already carried out etc. This will include chasing up of non-receipt of information and clarifying any issues with lead officers.	

	5.	To be responsible for ensuring the recruiting lead officer is informed of the outcome of clearances undertaken and raise any issues found accordingly and obtain start dates for successful candidates.
	6.	To assist in the production of Written Statement of Particulars (Contracts of Employment) and variations to contracts, ensuring they are produced in accordance with legislative and company requirements.
	7.	Update the HR and Payroll system with any information to be stored in the document management system and update any information not automatically transferred from Recruitment Portal. Where appropriate, set up personal file in accordance with customer requirements.
	8.	To assist in carrying out DBS (Disclosure and Barring Service) checks and renewal process for customers under service level agreements.
	9.	To assist the Recruitment Manager and Recruitment Officer in processing of HR related work such as probation, right to work, long service awards
	10.	You will be responsible for ensuring all work is carried out in an organised and effective manner to ensure all work is delivered within deadlines
	11.	You will be responsible for ensuring a high degree of accuracy in work produced using associated systems and procedures
	12.	You will be responsible for establishing excellent relationships with customers and maintain a positive service provision.
	13.	Full utilise IT systems provided and work with other members of the Xentrall HR Team in the development and use of systems and procedures
	14.	Participate in any training and development opportunities and undertake any such personal development and training as may be necessary to effectively perform the duties and responsibilities of the post
	15.	Identify ongoing system improvements which may be necessary through changes in legislation, processes or customer requirements.
	16.	Build effective relationships with external customers and suppliers in order to maintain and develop commercial relationships
	17.	Proactively promote the service and identify commercial opportunities for further consideration.
	18.	To be responsible for ongoing information governance requirements and maintaining the integrity of the payroll system and associated documentation.
3. GENERAL Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.		

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated March 2021



PERSON SPECIFICATION

Job Title/Grade	Recruitment Assistant	F
Directorate / Service Area	Finance, Transformation & Performance	Xentrall HR and Payroll
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	GCSE Level A-C Maths and English or equivalent	Level 3 CIPD qualification or Level 3 Business Admin	*Application form/certificates
Experience	Demonstrable experience of: - General Administration experience - Delivery of high-quality customer service - Use of ICT including Microsoft Office (Teams, Word, Excel and Outlook)	- Experience of Using HR/Payroll systems - Experience and understanding of local authority and locally agreed terms and conditions of employment including pay and grading	Application / Interview/references
Knowledge & Skills	- Ability to prioritise work and meet deadlines - Ability to communicate effectively with a range of stakeholders and to develop strong working relationships - Ability to communicate clearly (verbally and in writing) - Ability to work as part of a team as well as demonstrating own initiative - Ability to work effectively towards performance targets - Accuracy and attention to detail - Organisational skills		Application / Interview/references
Specific behaviours relevant to the post	- Confidentiality and personal integrity - Ability to think innovatively and creatively and be willing to accept change - Strong Team working ethos		Application / Interview

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Finance, Transformation & Performance	SERVICE AREA: Xentrall HR
JOB TITLE: Recruitment Assistant	
GRADE: F	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Alison O'Connell	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role.		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.



Signature of Manager:

Date: 18 September 2026

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk