

Leisure Recruitment Assistant Job Description

Title: Leisure Recruitment Assistant

Reports to: Leisure Recruitment Coordinator

Location: Paddington area, London

Contract Type: Seasonal (Between April and August, length and exact dates TBC)

Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by The British Council. We aim for high standards in our programmes and consequently we are looking for enthusiastic, hard-working individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

Overview of the position

The Leisure Recruitment Assistant will provide essential support to the Leisure Recruitment Coordinator during the high season. This role involves assisting in the recruitment and coordination of onsite staff for our programmes.

General Responsibilities

Assist in Recruitment and Coordination:

- Support the recruitment plan and system in line with the company's goals and policies.
- Help in implementing recruitment strategies to attract suitable candidates for Leisure positions.
- Aid in managing immediate replacement plans for staff absences or resignations.

Candidate Sourcing and Selection Support:

- Assist with the design and distribution of recruitment materials.
- Participate in candidate screenings and interviews, supporting the assessment process.

Onboarding and Training Assistance:

- Help coordinate onboarding and orientation for new staff.
- Ensure new staff receive all necessary documentation and information.

Documentation and Compliance Support:

- Assist in maintaining accurate staff records, including ID, contracts, and background checks.
- Support the preparation of employment paperwork and payroll data.

Arrangements for Residential Staff:

- Assist with accommodation and board bookings for Leisure staff.
- Help track and record accommodation details for campus staff.

Communication and Collaboration:

- Support ongoing communication within the HO team and with management staff onsite.
- Act as a secondary point of contact for staff inquiries and concerns.

Person specification

- Degree level education, preferably with a background in HR or recruitment.
- Experience in recruitment, ideally within the education or tourism sector.
- Ability to thrive in a fast-paced environment.
- Strong organisational skills and proficiency in MS Office.
- Excellent communication skills in English, both written and verbal.
- Attention to detail and accuracy in record-keeping and data management.
- Knowledge of child protection and safeguarding policies is advantageous.

Application Process

To apply, please submit your CV and a covering letter outlining your suitability for the role to leisure@plus-ed.com and indicating your availability.

Safeguarding and Eligibility Checks

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.