

# Administration Assistant Human Resources

December 2025

## Dear applicant,

**Thank you for your interest in joining our growing team at Starfish Search.**

Starfish Search is an executive search business that was created to change the world through human talent and we know that the right change must be driven by the right people. So, in close collaboration with each of our clients, we bring expertise, dedication and fierce commitment to authentic diversity as we search together for tomorrow's leaders. With offices across the UK, we offer a broader regional overview of our sectors and richer, more inclusive connections to the strongest global leaders within the UK and beyond. Whether it's senior leadership talent, non-executive directors or interim managers that are needed, Starfish helps our clients to find the right leaders for today's changing world.

We have made over 1200 appointments since we started trading in 2019 and have recently celebrated our sixth birthday. With a team of 35 colleagues committed to recruiting to organisations with social purpose and a great story to tell, we feel quite unique in a crowded recruitment market. We work across different sectors, including influential trade bodies, regulators, local authorities, the NHS and charity household brands. With strong advisory credentials, our work is firmly grounded in quality of professional advice, insight and partnership.

As a fast-growing executive search and interim management firm, we are a strong and close-knit team united in our aspiration to make a positive difference to society. We know the value of inclusive organisations and our approach to our work is grounded in the economic and social value of respect. Our real specialism is securing influential senior people with the skills to lead and thrive in an unpredictable age: our collective network of modern leaders is second to none. As part of this, we work hard to help client organisations retain a balance of different skills and perspectives within their senior teams. This is underpinned by a clear business case for diversity.

At present we are seeking an Administration Assistant (Human Resources) who can support both with the administrative tasks relating to the recruitment assignments that we support our clients with as well as someone who is keen to support with our internal human resources administration. Our ideal candidate will be confident working at pace, they will be excellent at prioritising and they will have good attention to detail skills. Having good verbal and written communication skills as well as strong organisational skills will also be important for being successful in this role.

If you believe you have the skills, experiences and qualities outlined in the Role Profile below, we look forward to hearing from you.

**This is a permanent role, subject to passing a 6 months' probation.**

**Working 37.5 hours per week across Monday to Friday, working 7.5 hours per day with 60 minutes unpaid break.**

**Working hours - 9am - 5.30pm however we are happy to consider flexibility around these hours.**

**This position is based in Leeds, working 2 days per week in the Leeds Office ( Tuesday and Thursdays) and the remaining 3 days are work from home days.**

# Role purpose



To provide high-quality administrative support to recruitment assignments across practices and support with internal HR administration and co-ordination tasks.

## Communication

- To gather and synthesize the content for the One Team Together Newsletter once every four weeks. To send this for final proofreading to the Head of People and the Director of Finance.

## Performance Leadership

- To send regular reminders out to colleagues on performance meetings and documents due i.e. Entry -Chats, Probation Reviews, Monthly Chats and Mid-Year and End of Year Reviews.
- To regularly update the Performance Tracker with progress on performance conversations.

## Onboarding

- To support with all the administration steps of the onboarding process for new starters at Starfish.

## Recruitment

- To support with the administration and coordination of activities relating the recruitment of new Starfish colleagues.

## Monthly Payroll and Admin Work

- To support with HR letters that may need producing for example, new starter letters, contract change letters.

## HR Data Management

- To support with keeping BrightHR data up to date. (This is our HR database system.)
- To support with keeping the College Intranet up to date, including ensuring the Organisation Chart is regularly updated.

## Engagement and Training and Development

- To support with the administration and delivery of team engagement events including colleague socials.
- To support with administration work relating to training and development of colleagues.
- Any other reasonable HR administration or coordination support as requested by your line manager.

## Main responsibilities for Administration Support for Recruitment Assignments

- Work across multiple assignment teams to support the completion of senior recruitment projects to the highest standards of quality and professionalism.
- Ensure candidate applications are logged accurately and thoroughly on the CRM system.
- Ensure applications are downloaded from the CRM system and transferred to correct assignment folders, checking and validating applications on the process.
- Build, format and support with the drafting of search reports from the CRM system.
- Support on the production of due diligence and background check reports.
- Book in candidates for interviews by telephone/ email and send confirmatory emails.
- Build and format assignment packs: to include candidate, final interview and stakeholder packs.
- Provide ad hoc administrative support to the team as required such as filtering telephone calls, research tasks, booking external consultants and maintenance of CRM records.

## Skills and behaviours

- Excellent interpersonal skills, operates with clarity and professionalism.
- Excellent verbal and written communication.
- Proactive style, anticipates and takes responsibility for future events.
- Flexible and adaptable team player who is comfortable working under pressure.
- Strong attention to detail.
- Strong organisational skills; can prioritise effectively.
- Works with integrity; committed to the delivery of a high-quality client experience.
- Punctual, reliable and diligent.

# Starfish benefits



**Salary:** £25,000 per annum.

**Annual Leave Days:** 25 days annual leave plus bank holidays.

**Privilege Days:** Your employment with Starfish includes a number of privilege days:

- 1 additional day's annual leave per year for your loyalty to the company at 2 year, 4 year and 6 year milestones

And

Either:

- 1 volunteer day – if you want to commit to the charity of your choice, the company will celebrate and promote your contribution or;
- 1 wellness day per year – where you can rest, relax and recharge your batteries: perhaps celebrate your birthday!

**Holiday Buy Back Scheme** (Salary sacrifice scheme): Starfish Search wants all colleagues to remember there's a big world out there to explore. For our roving colleagues who have big travel plans we offer a salary sacrifice scheme to purchase additional holidays.

**Travel Fund:** When you've been part of our team for five years we will contribute £1,000 towards your next travel adventure.

**Monthly Luncheon Discussion Clubs:** Our team at Starfish thrives on a vibrant working culture and a strong sense of belonging. We organise frequent lunch clubs to give colleagues time to get to know each other while supporting team and individual development.

**Development Opportunities:** Retaining our talent is our number one priority and that means we are committed to your personal and professional development. We will always consider reasonable requests for time off to study and will support training for excellence in our professional disciplines.

**Colleague Recognition Awards:** As part of our inclusive social calendar we celebrate colleague achievement with a voucher scheme.

**Daily Travel Support:** We can offer an interest free season ticket loan of up to £5,000 per year to spread the cost of your annual travel ticket.

# Starfish benefits



**Cycle to Work Scheme:** Stay fit and healthy by cycling in to work! Colleagues who have passed their probation are eligible to participate in our cycle to work scheme.

**Quarterly Early Finishes:** Once a quarter colleagues can enjoy finishing their working day two hours early.

**Smart Health:** All colleagues can benefit from 24/7 access to a GP over the phone or video call. This is in addition to mental health support, second medical opinions as well as wellbeing support including nutrition plans, fitness programmes and online health checks.

**Health Assured:** Starfish colleagues can benefit from the Employee Assistance Programme offered by Health Assured. This provides emotional and practical support to colleagues and includes access to counselling as well as legal advice on matters such as housing and tenancy, property and partnership rights and a wide array of legal matters.

**Private Medical Cover:** On successful completion of your probation, you can access individual private medical cover. This includes cashback on dental and optical treatment, outpatient diagnostic test, treatment by therapists and mental health counselling plus other benefits.

**Pension:** Starfish will make a 5% employer contribution towards your pension on commencing employment.

## How to apply

To make an application, please email your CV and covering Letter to Harpreet O'Brien, Head of People, on [harpreet.obrien@starfishsearch.com](mailto:harpreet.obrien@starfishsearch.com)

The closing date for applications is **23:00 on 4th January 2026.**

Interviews are provisionally looking to be held in week commencing **12th January 2026.**

At Starfish we are committed to diversity and inclusion and we will continue to enhance our knowledge, skills and confidence required to attract, recruit, retain and develop colleagues from all backgrounds within our workplace.

We want to ensure that disabled colleagues have opportunities to fulfil their potential and realise their aspirations. In line with this, we encourage applicants to share information about any disabilities they have, and we are happy to put in place reasonable adjustments to support applications and interviews. If you would like any reasonable adjustments putting in place during the interview process in relation to a disability or if there is any specific information in regard to a disability that you would like the interviewers to be aware of, please let us know by including this information in your Covering Letter.

Being a Disability Confident Committed employer, we are very happy to provide copies of this Recruitment Pack in a larger font size and should you wish to apply to this role in an alternative manner to that noted above, we would welcome this and encourage you to let us know what alternatives may be helpful to you.

