

## DBS (Disclosure and Barring Service) Administrator

**LOCATION:** Hull (Burstwick)

**SALARY:** £17,374

**REF:** ARM 1706

Agenda Screening Services are the UK's longest established independent background screening organisation and an umbrella body of the DBS. We carry out background screening, including criminal record checks for over 400 businesses, both here in the UK and globally.

We are looking for people with a great attention to detail and excellent communication skills to join our DBS team, to process criminal record and other background checks on behalf of our clients. The ideal candidate is someone who will be approachable and willing to support our clients and candidates to efficiently process checks on their behalf.

### Basic Requirements:

- At least 5 GCSE's (or equivalent) including English and Maths at grades A-C
- Proven communication skills with a confident telephone manner
- High attention to detail and the ability to concentrate within our fast-paced environment.
- Ability to follow processes with a high degree of accuracy
- Clear and concise e-mail correspondence
- The ability to work in a fast-paced environment whilst managing and prioritising your own workload.
- Good use of Microsoft Office tools such as Word, Excel and Outlook

### Main Duties and Responsibilities:

- Checking and validating documents
- Process criminal record checks
- Researching criminal record requirements to meet the client's needs
- Confirming employment history, processing references
- Researching details using the internet and 3<sup>rd</sup> parties
- Inbound and outbound calls to / from candidates / references / clients
- Ensuring candidate / client records are up to date
- Work within the wider team but able to use own initiative
- Able to follow instructions from Supervisors and Managers to complete set work-load accurately.

### What you can expect from us:

- Ongoing commitment and support towards personal development, regular personal reviews, structured career path and personal funding set aside for training in an annual training bank account.
- Following successful completion of your probation your salary will increase to £18,308.00
- Significant benefits through Agenda's participation in the 'Great Place to Work Scheme', including an additional holiday day for your birthday, remuneration review and salary grade increase upon completion of your probation, free tea/coffee and free parking.
- Regular company social events, dress down days and charity fundraising activities for Agenda's chosen annual charity.
- Monthly employee awards in recognition of commitment to our values, and the opportunity to have your thoughts heard through forums/suggestions which are subsequently reviewed and discussed by senior management.
- Core office hours

*Agenda only recruits people with integrity who are honest and trustworthy and who have a great work ethic. To enable us to hire the very best people we will conduct a full and comprehensive background and pre-employment screening as an essential part of the recruitment process.*