

Guidance Notes for Job Applicants

Introduction

These notes are intended to help you to participate in our selection process as effectively as possible. **Please read these notes carefully before completing your online application form.**

If you have any difficulty in completing your online form or require any adjustments to support an individual need or a disability, please contact us on Jobs@sor.org

The application form plays an important part in the selection process, both as a tool for shortlisting candidates for interview, and in the interview. The application process is designed to give all candidates the opportunity to demonstrate the extent to which they can meet the requirements of the role.

To ensure fairness to all applicants, any decision to shortlist for interview will be based solely upon the information you supply on your application form. Even if you are already known to SOR / COR as a previous or current employee or a member, it is important you complete the online form in full.

Closing date for submission of online applications is **Monday 6th October 2025 at 23:59 hrs.** No applications will be accepted after this deadline, even if you have partially completed it.

SOR / COR reserve the right to close the vacancy earlier should there be a large response. Interested candidates are therefore encouraged to submit their application at the earliest opportunity.

Interviews will take place virtually on **Thursday 16th October 2025**

Examine the Job/Role Description and Person Specification

The purpose and main duties and responsibilities of the post are set out in this document along with the knowledge, skills and experience we are looking for in the successful candidate.

You can find the Job Description / Person Specification for this role below [click here](#)

Analyse your experience

Look at the activities involved in the role. Think about what specific evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

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Preparation to complete your online application form

SOR / COR uses an online application process via Hireful, our Applicant Tracking System. When you click “Apply” you will be directed to our Jobs pages and the online application form.



The display of the online application form can be adjusted to support additional needs you may have by clicking on the accessibility button. Different profiles and adjustments are available to improve accessibility.

Once you have *submitted* your application it cannot be updated, it is therefore recommended that you prepare your answers to both the pre application questions in advance and that you have all your career & education history and a supporting statement to explain how you meet the requirements of the person specification before you start.

You can however come back to a partially completed application *before submission*, using the link that will be emailed to you so long as the job remains open to applications.

You will not be able to attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. You should target your application and specifically answer the shortlisting questions rather than cutting and pasting sections from your CV or a covering letter.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you, and even if you are known to the SOR, the panel will not know this since all applications are anonymised. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

Please also do not exceed the prescribed word count.

To help you prepare for your application, you will need information in the areas detailed below.

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Section 1: The pre-application form

The section headed ‘Pre-Application’ is a very important part of the online form. In this section you will be asked to respond to some, or all of the essential criteria as set out in the person specification for the role, by answering some very specific questions.

Please ensure you answer the questions in full. Once you proceed beyond these questions, you will not be able to go back and change it, so you may find helpful to prepare the answers to your questions in advance.

These questions provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required without providing specific examples of what you have done and how you believe this demonstrates you meet each requirement.

[insert job title]

Pre-application questions for candidates to complete on online application form.	
1.	With dates, briefly list your administrative experience, noting your experience of office processes, the administration of meetings, preparation of meeting packs, minutes and record keeping.
2.	With examples, describe how you maintain confidentiality and handle extremely sensitive information with diplomacy and tact

Section 2: The main application form

In this section, you will need the following information to hand:

- Your personal and contact details.
- Your full employment history, with dates of employment and a summary of your roles and responsibilities, reasons for leaving and salary. You should start with your present and most recent employer.
- You will also detail your education and training.
- Your skills, experience and additional information in your supporting statement. This section enables you to detail evidence to support other aspects of the essential and desirable criteria listed on the job description / person specification that you may not have included in the pre-application questions. Please keep the word count to 400 words.

Once you are happy with your application, please submit it, and you will receive an acknowledgement of receipt to your email.

If you have any questions in relation to your application, please contact a member of the Human Resources team by emailing Jobs@sor.org.

We look forward to receiving your application, the link to apply can be found on our website here: <https://www.sor.org/jobs>

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Job Description and Person Specification

Job Title:	Administrative Assistant: Professional and Education Team
Hours of work:	1.0 whole time equivalent (35 Hours per week with options for flexible working)
Contract:	Fixed-Term for 10 months
Reports to:	Head of Education and Research
Place of Work:	Head Office of the SCoR; home working; hybrid model
Grade and package:	Grade B - £42,395 per annum plus London weighting - £6,769 (HQ / Hybrid) or Home Workers Allowance £1,162 (Homeworking) Plus £312 (Homeworking / Hybrid) Plus final salary pension
Information about the Society and College:	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 34,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>
Job Purpose	This role provides administrative support for the Professional & Education Team, in general administration, intranet support for the P&E team and a first point of contact for member enquiries
Dimensions:	Responsible for administrative tasks across the whole Professional & Educational Team, and first point of contact for member enquiries.

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<p>Key Objectives:</p>	<p>In accordance with the policy aims of the College of Radiographers' strategic plans, the Administrative Assistant, Professional and Education Team, will undertake the following:</p> <ul style="list-style-type: none"> • Responsibility for executing all administration functions within the Professional and Education team, including but not limited to post, filing and typing • Assisting with survey design, analysis and collation of results • Servicing Advisory Groups/Boards/Committees – preparation of agenda, support papers, minuting, and all work around the committees. • General Careers advice for prospective students via email and phone; respond to queries from Radiography Careers website. • Main administration support for NICE work. • The administration of Mentoring schemes. • Organising travel and diaries for team members, as required • Being the first line of support for all enquiries, whether received via telephone, email, the website or in person, responding where possible to do so, or referring to others as appropriate • Responding to any other administrative requirements from across the organisation as required under the direction of the Head of Education and Research. • Assisting Professional Officers with guidance documents in liaison with the Head of Education and Research. • Working collaboratively with other departments and colleagues, as required • Working with the SCoR Strategic Objectives in mind, in particular customer service • Recognising Data Protection requirements within the role and working in accordance with the SCoR Data Protection Policy • Undertaking other duties which may be appropriate within the areas of responsibility of the post • Carrying out all duties in accordance with the policies and procedures of the Society and the College
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COMMUNICATIONS AND KEY RELATIONSHIPS	
<p>Internal</p>	<ul style="list-style-type: none"> • Chief Executive Officer and the Executive Directors • Head of Education and Research • Professional Officers • Professional & Education / Trade Union & Industrial Relations team administrators • Student Support Officer

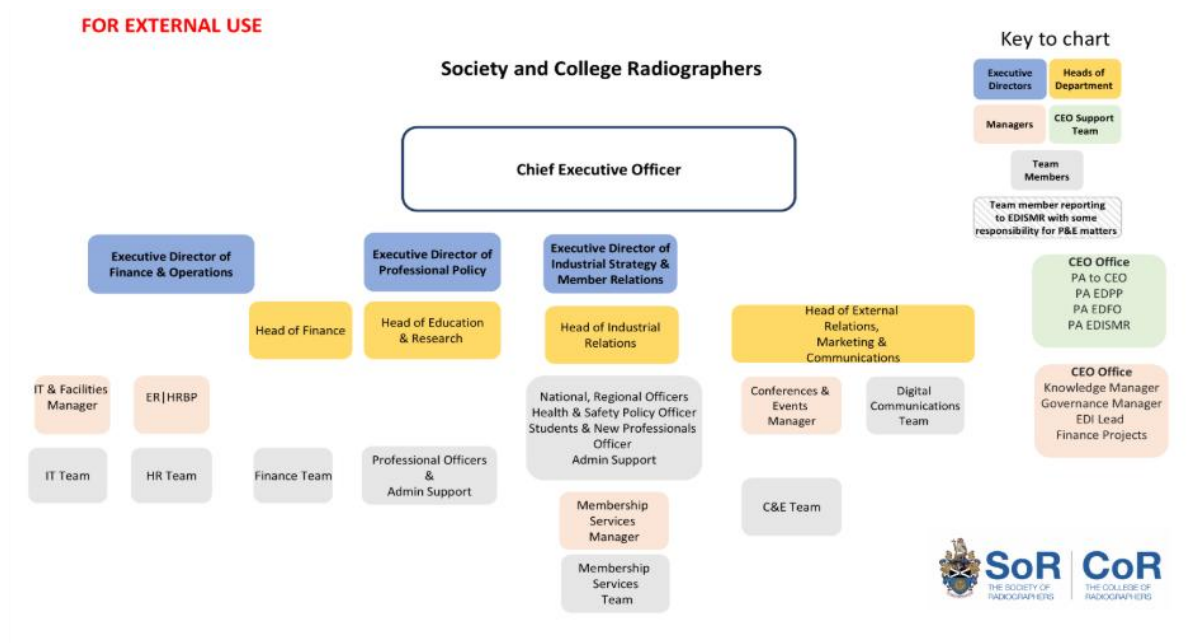
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	<ul style="list-style-type: none"> • Knowledge Manager • Staff & departments within the Society and College
External	<ul style="list-style-type: none"> • SoR members including SoR student members

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED				
	Skills / experience / abilities required	Essential	Desirable	Evidenced by (Application form, test, interview)
1.	Previous experience of working in an office environment	ü		Application form
2.	Previous experience of working in a membership organisation		ü	Application form
3.	Some knowledge of the radiography or health care profession		ü	Interview
4.	Excellent ability to take meeting notes and minutes	ü		Application form, test
5.	Shorthand skills		ü	test
6.	Excellent communication skills: clear, effective and confident in spoken communication	ü		Application form, interview
7.	High standard of written English, able to write clearly, logically, concisely and appropriately for the particular audience	ü		Application form, test
8.	Demonstrable computer literacy with advanced knowledge of MS Word, Excel, Powerpoint, Access and Outlook	ü		Application form, test
9.	Understanding of data protection principles in relation to Member data	ü		Interview
10.	Experience of survey design, analysis and collation of data	ü		Application form, interview
11.	A strong awareness of the needs of customers, with the ability to build rapport and maintain effective relationships	ü		Interview
12.	Good standard of numeracy, relevant to the role	ü		Interview
13.	Ability to prioritise own workload to meet deadlines	ü		Application form, interview

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14.	Ability to work as part of small team and able to demonstrate a pro-active, flexible, hands-on approach	ü		Application form, interview
15.	Ability to work equally well on own initiative	ü		Interview
16.	Well-developed interpersonal skills, including a calm, assertive, persuasive and professional approach and the ability to build rapport with colleagues and members	ü		Interview
17.	The ability to establish and maintain excellent working relationships both internally and externally	ü		Interview
18.	High level of accuracy in data entry and maintenance of records	ü		Test
19.	Meticulous attention to detail and accuracy, highly organised, thorough and methodical.	ü		Interview Test
20.	Ability to objectively prioritise tasks and to solve problems under pressure	ü		Interview
21.	Self-motivated with an ability to see assigned tasks through to completion without needing reminders	ü		Interview



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Use of AI in the application process

Your application is assessed by a panel who are trained in inclusive recruitment and selection using clearly defined set of criteria. We do not use Artificial Intelligence (AI) or computers to shortlist candidates.

We appreciate that tools like AI can assist in writing your application. However, it's essential to personalise this information and ensure you provide evidence to support your comments / claims and explain how your experience meets the requirement of the role.

While AI can help streamline the writing process, our experience shows us that these tools cannot fully grasp the context or requirements of the job, nor can they accurately reflect your skills, knowledge, and experience.

We are vigilant to AI generated applications and this can result in an application that can lack relevance and fails to address the key criteria outlined in the job description and person specification. It may come across as generic, lacking in substance, and fails to distinguish candidates from other applicants.

Our inclusive recruitment process is aimed at uncovering the evidence to demonstrate that candidates have the actual skills and experience to do the role and without demonstrable evidence or examples an application is unlikely to get shortlisted.

What happens next - The Recruitment Process

Shortlisting

Shortlisting will take place as soon as possible after the closing date. All applications are automatically anonymised. Diversity data remain anonymous throughout the process and cannot be accessed by HR or the selection panel. We report on Diversity data on an annual aggregated basis to help us ensure our processes are inclusive and free from bias.

When shortlisting, we assess the extent to which your application meets the essential criteria that we set out the Pre-Application questions and in the supporting statement. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

Interviews

We try, wherever possible to indicate in the advert and job/role description the date when interviews will be held so applicants can plan. If you are shortlisted, we will normally contact you by telephone and email to invite you to interview. We will give full details of what the selection process will involve.

If you have a disability and need any adjustments to be made for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances, it may be necessary to hold the selection process in two or more stages and applicants may be called back for a second assessment. You will be given full details

about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers

All offers to work at SOR / COR are made subject to receipt of references, proof of educational qualifications and eligibility to work in the UK.

Details of our pre-employment checks and what they mean for you are outlined below.

Satisfactory references covering the last 2 years of employment

Depending on the role that you are applying for, you will be asked to provide contactable referees for the last two years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

Proof that you are legally entitled to work in the UK

The Immigration, Asylum and Nationality Act 2006, requires all employers to check all employees have a legal right to work in the UK. All successful applicants will, therefore, be asked to provide documentary evidence to support their entitlement to work in the UK prior to commencing their new role.

Health Clearance

Along with your offer letter we will ask you to complete a health questionnaire with our occupational health partners. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

Privacy Statement

Information provided by you as part of your application will be used for the purposes of carrying out SOR / COR recruitment and selection process. Information provided by you in the Diversity monitoring sections is anonymised so no individual is identifiable and will be used to monitor SOR / COR diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months.

If you are the successful candidate, your application will be retained and will form part of your personal staff record. This data will be retained in line with our staff data retention policy.

For more information, please see SOR / COR [privacy notice](#).

For more information about the SOR / COR visit our website: <https://www.sor.org/>