

Recruitment Coordinator

Job Title:	Recruitment Coordinator
Location:	This role is based centrally at UST House but will require attendance at multiple sites.
Responsible to:	The Recruitment Coordinator will be expected to work under the direction of the Recruitment Manager, in consultation with Headteachers and Senior Leaders/Exec.
Responsible for:	Supervision of Recruitment Apprentice
Full/part time:	Full time, 35hrs per week
Contract:	Permanent, Term Time + 2 weeks
Scale:	Scale 5

Job Purpose and Summary

To support the Recruitment Manager with all areas of recruitment administration, acting as a main point of contact for initial enquiries and supporting candidates through the recruitment journey. You will provide support across the full recruitment cycle, selection process and on-boarding process, ensuring that we offer a first-class candidate experience that is efficient, professional and informative. You will work with and support all members of the Recruitment and wider UST team on different projects and tasks, and regularly liaise with UST Exec, Headteachers and Senior Leaders.

Specific Responsibilities

- Under the direction of the Recruitment Team, support the candidate attraction process by preparing and formatting job descriptions and profiles, setting up adverts on our e-recruitment system and making adverts 'live' within the agreed timeframe
- To administer the financial processes such as raising Purchase Orders on the internal system, tracking credit usage of adverts and informing the Finance Department of any cross-academy charges that apply
- Ensure the relevant external recruitment advertising takes place in a timely fashion by uploading adverts, including various social media channels and all other platforms that we work with
- Compile, update and maintain an electronic media library for the wider Recruitment Team to use for marketing and advertising, ensuring we have a variety of content that's interesting and relevant
- To take a significant role in producing, posting and engaging with content for all social media channels across all markets providing support when creating and following a calendar of articles, adverts, good news stories, etc.
- Be the first point of contact for candidate queries and other incoming queries in a timely manner via email, phone or in person, providing useful information and ensuring there is a resolution, escalating the query to the Recruitment Manager when necessary
- Ensure the talent spreadsheets are well-maintained and up to date, ensuring we track all activity and ensure the team's efforts are focused
- Support the candidate selection process by arranging interviews and sending confirmations to applicants, compiling interview paperwork for the panel such as tasks and questions, corresponding with candidates on the outcome of applications/interviews including updating statuses on Job Train and to chase and upload interview notes/feedback provided by the academies
- Support the onboarding process with applying for and chasing references. Identify any gaps in candidates' applications such as references and liaise with them to get this rectified
- Ensure all administrative processes are in place and maintained to ensure we comply with Keeping Children Safe in Education guidance
- Ensure all relevant hiring managers have completed safer recruitment training, maintaining the central record accordingly

- Support the Recruitment Team with arranging in-house events including scheduling arrangements with the academies, advertising, attendee lists, booking refreshments, attending the events when required (plenty of notice will be provided), etc
- Support the Recruitment Team in preparing and ordering goods for marketing campaigns and
- To administer the financial processes such as raising Purchase Orders on the internal system, tracking credit usage of adverts and informing the Finance Department of any cross-academy charges that apply
- Administer the data cleansing process in the event that a candidate requests to be erased (ensuring we are GDPR compliant) Recruitment Administrator Job Description | Leigh Academies Trust | July 2022
- To administer the referral scheme process including maintenance of the spreadsheet tracking all activity, ordering vouchers and other rewards, and delivering them electronically or in person when awarded
- You will conduct and collate research, under the direction of the Head of Recruitment, which will enable us to stay at the forefront of recruitment and talent management within our sector and be an employer of choice
- Use the correct branding throughout all recruitment activity both internally and externally
- Ensure an exceptional level of professionalism and customer service is demonstrated at all time, and reflective of a high-functioning HR service
- Act as the first point of contact for phone and email queries from prospective job applicants
- Be the key contact for managers for advice on Safer Recruitment best practice
- Lead on the planning and management of school wide recruitment campaigns
- Support the recruitment process liaising with the Recruitment Manager for direction/guidance as required
- Liaise with recruiting managers, external parties, and senior leaders as appropriate
- Ensure the recruitment platforms (JobsGoPublic, TES, school website etc.) are up to date with current jobs vacancies and that staff are kept informed of new vacancies via the relevant bulletins
- Monitor the recruitment mailbox and respond to requests within agreed timescales
- Support with the completion of pre-interview paperwork, online checks and reference requests
- Ensure R2R's are completed and authorised by the relevant budget holder before publishing a vacancy
- Support the drafting and preparation of job adverts and recruitment and interview materials/ documentation
- Ensure all adverts are placed in appropriate media and uploaded onto the Trust's Applicant Tracking system (JGP)
- Support with the sourcing of candidates through the relevant recruitment agencies
- Ensure all Recruiting Managers receive appropriate support for short-listing, arranging, and conducting interview days as well as developing and administering selection processes
- Ensure all candidates are notified of the progress and outcome of their application via JGP as appropriate
- Ensure all required safer recruitment checks are undertaken and recorded appropriately for directly employed and agency staff
- Ensure work permits are applied for as appropriate
- Ensure the production of contracts of employment in line with statutory requirements
- To contribute to maintaining accurate and up to date information in electronic staff files for new starters.
- Support the HR team to develop and improve existing recruitment processes, e.g. implementation of applicant tracking system.
- Provide reports on recruitment activity where needed
- Other responsibilities deemed appropriate for the scale, or to support continued professional development including, but not limited to, contributing to Trust wide HR reviews, development and delivery of management development programmes, HR projects and initiatives

Trust Wide Responsibilities

- Contribute to Trust wide HR reviews, development and delivery of management development programmes, HR projects and initiatives.
- Contribute to the Trust wide development and review of HR policy and procedures, terms and conditions of employment and systems.
- Contribute to the monitoring and review of all HR related external partnership contracts and SLAs, e.g., Times Educational Supplement (TES), Payroll, Jobs Go Public (JGP), Online Single Central Record (OSCR)
- Occupational Health and Legal Services Provide ad-hoc support to the other schools within the Trust, on a range of HR Matters, including casework issue (as required).

Expected Behaviours of all Trust Staff

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Actively engage in the performance review process
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues, and visitors.
- Adhere to Trust policies and procedures.

Additional requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade, and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

The post holder will be line managed and appraisal managed by: Recruitment Manager

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

Signed by (Post holder)

Signed by (Trust Leader)

Person Specification		Essential	Desirable
Qualifications	Holds a relevant HR qualification or equivalent experience		<input type="checkbox"/>
	Professional membership of the Chartered Institute of Personal and Development (ideally, at least MCIPD status)		<input type="checkbox"/>
	Have a minimum of Grade C in English and Maths GCSE level or equivalent	<input type="checkbox"/>	
	Experience of working in a fast paced and unionised school / education environment	<input type="checkbox"/>	
	Demonstrable and successful experience of managing and resolving a range HR queries and issues	<input type="checkbox"/>	
	Experience of maintaining accurate and confidential staff records	<input type="checkbox"/>	
	Experience of developing and implementing at least one key HR Policies well as experience in the preparation of written guidance to managers on at least one key HR issue	<input type="checkbox"/>	
	Good working knowledge of current employment legislation, relevant education regulations and guidance as well as good practice approaches as they relate to schools	<input type="checkbox"/>	
	Demonstrable good knowledge and experience of all safer recruitment requirements in a school setting	<input type="checkbox"/>	
	Good working knowledge and understanding of all Data Protection legislation and requirements as it relates to HR	<input type="checkbox"/>	
	Experience of successfully using, and ideally implementing, an integrated HR and Payroll system to streamline and enhance a range of HR processes and procedures	<input type="checkbox"/>	
Characteristics & Attributes	Demonstrate a high-level of complicity for maintaining confidentiality and handling sensitive data	<input type="checkbox"/>	
	A demonstrable flexible and proactive approach to the delivery of their work	<input type="checkbox"/>	
	A strong customer focus to ensure the timely delivery of agreed outcomes	<input type="checkbox"/>	
	Ability to quickly build relationships, gain the confidence and communicate diplomatically and effectively with all levels of stakeholders	<input type="checkbox"/>	
	Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of personal resilience	<input type="checkbox"/>	
	Strong team player who can demonstrate excellent organisational skills, a strong attention to details and the ability to maintain accurate records	<input type="checkbox"/>	

	Confident IT user who can demonstrate effective use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel	<input type="checkbox"/>	
	A self-starter who can work independently, is well organised with the ability to meet agreed targets and challenging deadlines	<input type="checkbox"/>	
	A strong team worker who can demonstrate an enabling style of management	<input type="checkbox"/>	
	Demonstrable skills to effectively use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel	<input type="checkbox"/>	
Other	This post requires a satisfactory Enhanced DBS Disclosure	<input type="checkbox"/>	
	Demonstrable commitment to their own continual professional development	<input type="checkbox"/>	