MOSAIC SCHOOLS FEDERATION

BELONG · SUCCEED · THRIVE

HR and Recruitment Officer

Salary: S02 (Pt 26-28), FTE Salary £41,511- £43,449, prorated salary likely to be between approx. £36,622 - £38,332, subject to experience, working days and continuous service

Hours: 35 hours per week, term time plus 10 days working during school holiday periods

Location: Mosaic Schools Federation

Start Date: As soon as possible

Could you help us find the people who will make a difference in our schools?

We are looking for an exceptional HR and Recruitment Officer to join our growing federation of schools at an exciting stage of its development.

You do not need to have worked in a school before.

What matters to us is finding the right person: someone who is an outstanding communicator, exceptionally accurate, highly organised and able to bring fresh thinking and innovation to the way we recruit and engage with people.

This is a newly developed role with the opportunity to make a real impact. You will lead and coordinate recruitment across our schools, developing clear, efficient and consistent systems and processes that make recruitment easier for managers, provide an excellent experience for candidates and ensure that the highest standards of compliance are maintained.

We want someone who can combine creativity with precision. Someone who can write an engaging advert that makes people want to work with us, but who will also notice when a salary, date, contractual detail or safeguarding statement is not quite right.

About the role

Working as part of our Core Staff Federation Leadership Team and reporting to the School Business Manager, you will work closely with colleagues across HR, Payroll and Compliance.

You will take responsibility for coordinating the recruitment journey from vacancy through to appointment and onboarding, establishing high-quality systems, templates and resources that can be used consistently across our schools.

MOSAIC SCHOOLS FEDERATION

BELONG · SUCCEED · THRIVE

Our schools are part of one Federation, but they are not identical. Each has its own history, community, culture and character. A key part of the role will therefore be developing recruitment campaigns and materials that communicate the benefits of being part of the wider Federation while authentically promoting what makes each individual school a great place to work.

You will develop and maintain school-specific recruitment packs alongside a comprehensive suite of Federation templates and resources covering every stage of the recruitment process.

You will also help us develop how and where we recruit, using digital platforms, recruitment marketing, candidate feedback and data to identify new ways of reaching talented people.

We are looking for someone who:

- is an outstanding written communicator and can produce engaging, clear and highly professional content;
- has exceptional accuracy and attention to detail;
- is highly organised and enjoys creating systems and making processes work better;
- can bring new ideas, creativity and innovation to recruitment and candidate engagement;
- demonstrates sound professional judgement, integrity and discretion;
- understands the importance of consistency, compliance and following robust processes;
- is confident working with people at all levels and can provide professional advice and appropriate challenge;
- can manage competing priorities without compromising accuracy or quality;
- is comfortable using technology and keen to identify smarter and more efficient ways of working;
- understands that a great candidate experience matters from the first advert through to a new employee's first day; and

- wants to be part of a collaborative team that is developing services across a growing Federation.

What is more important than a school background?

Experience in recruitment, HR, marketing, communications, professional services or another relevant environment could all provide the skills we are looking for.

School experience would be helpful, but it is not essential. We can help the right person develop their understanding of education, safeguarding and safer recruitment requirements.

What we cannot teach as easily is the instinct to check something one more time before pressing send, the ability to turn ordinary information into excellent communication, or the desire to continually ask:

“How could we make this better?”

Those are the qualities we are particularly interested in.

Why join us?

You will be joining at an exciting point in our development, with genuine scope to shape how recruitment works across our schools.

Rather than simply administering an existing process, you will have the opportunity to develop it: creating better systems, stronger resources, engaging recruitment materials and a consistently high-quality experience for candidates and recruiting managers.

You will work alongside experienced colleagues across HR, Payroll, Compliance and wider business services as part of a supportive Core Staff Federation Leadership Team.

Most importantly, your work will help us attract the talented teachers, leaders and support professionals who make our schools successful.

If you are a great communicator, meticulous about detail, professionally curious and full of ideas about how recruitment could be done better, we would love to hear from you.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant

will be subject to our safer recruitment procedures and all appropriate pre-employment checks.

MOSAIC SCHOOLS FEDERATION

BELONG · SUCCEED · THRIVE

HR AND RECRUITMENT OFFICER

JOB DESCRIPTION

Job Title	HR and Recruitment Officer
Salary Grade	S02 (Pt 26-28), FTE Salary £41,511- £43,449, prorated salary likely to be between approx. £36,622 - £38,332, subject to experience, working days and continuous service
Department	Federation Business Services
Location	Mosaic Schools Federation
Line Manager	School Business Manager
Line Management Responsibility	None currently

General Introduction

Mosaic Schools Federation brings schools together to share expertise, strengthen leadership and provide high-quality, efficient and sustainable services. Central business services support this by establishing consistent systems, professional standards and effective operational processes across all schools.

The HR and Recruitment Officer is a key member of the Core Staff Federation Leadership Team, reporting to the School Business Manager and working closely with colleagues across HR, Payroll and Compliance.

Our schools are united through the Federation while retaining their own individual identity, ethos, context and character. Recruitment must therefore communicate both the benefits of being part of a wider Federation and what is distinctive about each individual school.

This is a Federation-wide role responsible for coordinating and developing recruitment and candidate engagement across all schools. A key priority will be to establish and maintain clear, efficient and consistent systems, processes and standards, ensuring recruitment activity is well organised, professionally delivered and compliant.

The role requires a highly organised and systematic approach, with exceptional accuracy, attention to detail, professionalism, sound judgement and integrity. The postholder will be responsible for a significant level of written communication and documentation and will therefore be expected to demonstrate an outstanding standard of written English and professional communication.



As the Federation develops and grows, the postholder will support the continued development of scalable systems and processes that can be applied consistently across existing and future schools.

Core Purpose

The HR and Recruitment Officer will lead and coordinate the Federation's recruitment and candidate engagement function, ensuring a consistent, efficient, professional and compliant service from vacancy identification through to appointment and onboarding.

The postholder will:

- establish and maintain Federation-wide recruitment systems, processes, templates and service standards;
- develop a comprehensive suite of recruitment templates, packs and resources covering all stages of the recruitment process;
- ensure each school has high-quality recruitment materials that reflect its individual identity, ethos and employment offer while maintaining Federation standards;
- coordinate recruitment activity across all schools, ensuring processes are followed consistently and within agreed timescales;
- ensure recruitment activity is compliant with safeguarding, safer recruitment, employment and equality requirements;
- maintain the highest standards of accuracy, quality assurance and professional communication;
- support leaders and recruiting managers with effective recruitment and selection;
- promote individual schools and the wider Federation as attractive places to work;
- work closely with HR, Payroll and Compliance colleagues to ensure an accurate and effective transition from recruitment to employment; and
- use data, feedback and professional judgement to support continuous improvement.

Main Duties and Responsibilities

Recruitment Systems, Resources and Processes

- Lead the development, implementation and ongoing review of clear and consistent Federation-wide recruitment systems and processes.
- Develop and maintain a comprehensive suite of standard templates, guidance, checklists and resources covering all stages of recruitment, providing managers with clear and consistent tools to support effective recruitment.
- Establish appropriate standard documentation for vacancy approval, advertising, candidate information, shortlisting, interview and assessment, appointment, pre-employment checks and onboarding.
- Develop and maintain school-specific recruitment packs and resources, ensuring each school's identity, ethos, context and strengths are clearly represented within an agreed Federation framework.
- Ensure standardisation supports consistency, quality and compliance without creating a generic approach that fails to reflect the individual school or vacancy.
- Ensure recruitment systems and the Applicant Tracking System are used effectively, consistently and accurately across all schools.
- Establish appropriate controls and quality assurance processes to minimise error, duplication and unnecessary workload.
- Provide clear guidance to recruiting managers and ensure agreed processes and standards are consistently followed.
- Regularly review recruitment systems, documentation and working practices to improve efficiency, consistency and service quality.

Recruitment and Candidate Engagement

- Coordinate recruitment campaigns across Federation schools from vacancy approval through to appointment.
- Work with school leaders and recruiting managers to understand the requirements of individual vacancies and ensure recruitment activity appropriately reflects the school, department and role.
- Ensure job advertisements, recruitment packs and candidate information are accurate, engaging, appropriately presented and consistent with the approved role and employment arrangements.
- Ensure recruitment activity communicates both the individual character and opportunities of the recruiting school and the wider benefits of working as part of the Federation.

- Produce and oversee high-quality candidate communications, ensuring correspondence is timely, accurate, clear and professional.
- Coordinate interview and selection arrangements and ensure recruiting managers have appropriate documentation, templates and guidance.
- Maintain a consistent, positive and professional candidate experience throughout the recruitment process.

Recruitment Marketing and Employer Brand

- Develop a strong Federation recruitment identity while recognising and promoting the individual identity and strengths of each school.
- Develop and maintain high-quality school-specific recruitment packs, careers information and promotional materials.
- Produce engaging and professionally written recruitment content for websites, recruitment platforms, campaigns and other agreed channels.
- Promote the wider benefits available through the Federation, including collaboration, professional development, career opportunities and access to shared expertise.
- Identify appropriate recruitment channels and approaches to improve applicant reach, particularly for hard-to-fill roles.
- Monitor the effectiveness and value of recruitment activity and make recommendations for improvement.

Compliance and Safer Recruitment

- Ensure recruitment and selection activity is consistent across all our schools and complies with current safeguarding and safer recruitment requirements, employment legislation, equality requirements and Federation policies.
- Maintain effective systems to ensure all required recruitment documentation and pre-employment checks are completed accurately and within required timescales.
- Ensure standard recruitment templates and resources remain current, compliant and fit for purpose, reducing workload for school leaders.
- Apply sound professional judgement when reviewing recruitment information and ensure discrepancies, omissions or concerns are appropriately investigated and escalated and that there is a consistent approach across all schools

- Ensure recruitment records and audit trails are complete, accurate and capable of evidencing compliance.
- Work closely with HR, payroll and Compliance colleagues to support the accuracy and integrity of personnel records and the Single Central Record.
- Maintain up-to-date knowledge of relevant statutory requirements and ensure systems, templates and guidance are updated when requirements change.
- To act as a senior member of staff, providing support and guidance across all aspects of the management of the SCR and the recruitment of new staff for both Barking Abbey and Eastbrook Schools

Offers, Contracts and Onboarding

- Coordinate the transition from successful candidate to new employee, working closely with HR, Payroll, Compliance, IT and relevant school teams.
- Ensure appointment information, including salary, hours, working arrangements and start dates, is accurate, appropriately authorised and communicated clearly.
- Support the preparation and issuing of offer and contractual documentation using approved systems and templates.
- Ensure relevant teams receive accurate and timely information to enable payroll, HR records, IT access and induction arrangements to be established.
- Maintain effective communication with new employees throughout the pre-employment and onboarding process.
- Ensure matters outside delegated authority are referred appropriately to the School Business Manager or relevant professional lead.

Data, Quality Assurance and Continuous Improvement

- Maintain accurate recruitment information and management data across the Federation.
- Monitor recruitment activity, trends, timescales and outcomes and provide relevant information to the School Business Manager and senior leaders.
- Use data, candidate and manager feedback and professional judgement to identify areas for improvement.
- Review recruitment packs, templates, systems and resources regularly to ensure they remain relevant, professional and effective.

- Promote effective use of technology and automation where this improves efficiency while retaining appropriate professional oversight and quality control.

General HR, Personnel Information & Records Management

- To ensure accurate electronic and paper HR files are maintained
- Maintain individual personnel files (electronic & hardcopy) to effectively reflect and relate to standing and progress throughout their employment within the School, without infringing on their personal rights in relation to the Data Protection Act.
- Ensure high standards of records management and assume responsibility for all information assigned to the post
- Making sure the schools electronic records and filing systems are well organised up to date and fit for purpose with templates in place for all key areas of HR practice
- Ensure all records of personnel are to the standard required for audit investigation by internal and external agencies.
- Carry out regular housekeeping on HR files for archiving purposes. Develop effective organisation of files and information
- Perform regular checks to ensure that no anomalies can be found on the SCR is entered accurately and onto the SCR for both Barking Abbey and Eastbrook Schools
- To act as a senior member of staff, providing support and guidance across all aspects of the management of the SCR and the recruitment of new staff for both Barking Abbey and Eastbrook Schools
- Minuting meetings as required

Core Leadership and Partnership Working

- Be an active member of the Core Staff Federation Leadership Team, contributing to the development of high-quality and effective central services.
- Work collaboratively with colleagues across HR, Payroll and Compliance to provide a coordinated workforce service.
- Build strong professional relationships with Headteachers, senior leaders, recruiting managers and administrative teams across Federation schools.
- Develop a strong understanding of the individual schools within the Federation to ensure recruitment activity accurately reflects their different contexts, identities and workforce requirements.
- Promote consistent standards and approaches across all schools while recognising where school-specific content and approaches are appropriate.

- Appropriately challenge or escalate practices that do not meet agreed Federation, safeguarding or compliance requirements.
- Support the implementation of new systems and ways of working as the Federation develops and grows.
- Contribute to wider staff engagement, workforce and organisational development initiatives as required.

Professional Standards and General Responsibilities

The postholder will be expected to demonstrate:

- exceptional accuracy and attention to detail;
- outstanding written and verbal communication;
- sound professional judgement, including the ability to recognise risk and when matters should be escalated;
- integrity, discretion and confidentiality when handling sensitive information;
- a highly organised, systematic and consistent approach to work;
- the ability to develop high-quality professional documentation and resources;
- the ability to establish and maintain consistent standards across different schools while recognising their individuality;
- a professional, responsive and service-focused approach;
- confidence in appropriately challenging poor or inconsistent practice;
- commitment to safeguarding, equality, inclusion and fair recruitment practice; and
- flexibility to work across Federation schools and respond to changing organisational requirements.

The duties outlined above are not intended to be exhaustive. The postholder may be required to undertake other duties appropriate to the nature and level of the role. The job description will be reviewed periodically and may, following consultation, be amended to reflect the development of the Federation and its central services.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment will be subject to the Federation's safer recruitment procedures and all appropriate pre-employment checks

MOSAIC SCHOOLS FEDERATION
BELONG · SUCCEED · THRIVE

HR AND RECRUITMENT OFFICER

PERSON SPECIFICATION

Assessment Methods:

A = Application **I** = Interview **T** = Task / Assessment

Criteria	**Essential**	**Desirable**	**Assessment**
Knowledge and Professional Skills			
Outstanding written communication skills, with the ability to produce clear, accurate, engaging and professional correspondence, recruitment materials and guidance.	✓		A/T
Exceptional accuracy and attention to detail, particularly when working with contractual, recruitment, safeguarding and personal information.	✓		A/I/T
Strong organisational skills with the ability to manage multiple recruitment activities, priorities and deadlines effectively.	✓		A/I
Ability to develop, implement and maintain clear systems, processes, templates and controls that promote consistency and minimise error.	✓		A/I/T
Sound professional judgement, including the ability to identify risk, resolve issues appropriately and recognise when matters require escalation.	✓		I/T
Strong verbal and interpersonal communication skills with the confidence to work effectively with senior leaders, recruiting managers, candidates and colleagues.	✓		A/I
Understanding of recruitment and selection principles and the importance of fair, transparent and inclusive practice.	✓		A/I
Understanding of safeguarding and safer recruitment requirements within schools or a comparable regulated environment.	✓		A/I
Understanding of confidentiality, data protection and the appropriate handling of sensitive personal information.	✓		A/I
Ability to use data and management information to identify trends and support service improvement.	✓		A/I
Strong digital skills and confidence using recruitment, HR or other business systems.	✓		A/I/T

Knowledge of employment legislation and contractual principles relevant to recruitment and appointment.		✓	A/I
Qualifications and Training			
Good standard of education, including English and Mathematics at GCSE or equivalent.	✓		A
Relevant professional qualification in HR, recruitment, business administration, communications or a related discipline.		✓	A
Safer Recruitment training or willingness to undertake this promptly following appointment.	✓		A/I
CIPD or equivalent HR/recruitment professional qualification.		✓	A
Experience			
Significant experience of coordinating recruitment, HR, workforce administration or a comparable professional service.	✓		A/I
Experience of managing or coordinating recruitment processes from vacancy through to appointment.	✓		A/I
Experience of producing high-quality written communications, professional documentation or recruitment materials.	✓		A/T
Experience of developing or improving systems, processes, templates or working practices to achieve greater consistency and efficiency.	✓		A/I
Experience of working accurately with detailed and sensitive information where errors could have significant consequences.	✓		A/I
Experience of providing professional advice, guidance and support to managers or senior colleagues.	✓		A/I
Experience of recruitment within education, the public sector or another safeguarding/regulatory environment.		✓	A/I
Experience of applicant tracking systems, recruitment platforms or HR information systems.		✓	A/I
Experience of recruitment marketing, employer branding, content creation or candidate attraction.		✓	A/I
Experience of developing recruitment packs, templates, guidance or resources for different organisations, teams or audiences.		✓	A/I
Professional Approach and Personal Qualities			
Demonstrates a high level of **professionalism, integrity and discretion** and can be trusted to manage confidential and sensitive information appropriately.	✓		A/I

Methodical, systematic and highly organised, with a strong commitment to getting things right first time.	✓		A/I/T
Takes personal responsibility for the accuracy and quality of their work and checks information carefully before it is issued.	✓		I/T
Able to work independently, use initiative appropriately and make sound decisions within agreed policies and delegated authority.	✓		A/I
Able to appropriately challenge inconsistent or non-compliant practice while maintaining positive professional relationships.	✓		I
Able to balance Federation-wide consistency with an understanding and appreciation of the individual identity, culture and requirements of each school.	✓		I
Creative and engaging in approach while recognising the need to work within established compliance requirements and professional standards.	✓		A/I/T
Calm, resilient and able to maintain quality and accuracy when working under pressure or to competing deadlines.	✓		A/I
Collaborative and service-focused, with the ability to work effectively as part of the Core Staff Federation Leadership Team and alongside HR, Payroll and Compliance colleagues.	✓		A/I
Commitment to equality, diversity, inclusion and fair recruitment practice.	✓		A/I
Commitment to safeguarding and promoting the welfare of children and young people.	✓		A/I
Flexible and willing to work across Federation schools according to service requirements.	✓		A/I

Particular Requirements of the Role

MOSAIC SCHOOLS FEDERATION

BELONG · SUCCEED · THRIVE

Given the level of responsibility associated with recruitment, the successful candidate must demonstrate a consistently high standard of accuracy, written communication, professionalism, judgement and integrity.

Candidates should be able to demonstrate that they can establish effective systems and processes while maintaining appropriate professional oversight, rather than relying solely on individual knowledge or informal ways of working.

The successful candidate will also need to understand that the Federation seeks consistency of standards, systems and processes, while each individual school retains its own identity, ethos and context. Recruitment materials and candidate engagement should therefore reflect both the strength of the wider Federation and the distinctive character of the recruiting school.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment will be subject to the Federation's safer recruitment procedures and all appropriate pre-employment checks.