

## Recruitment Officer

<b>Job Title:</b>	<b>Recruitment Officer</b>
<b>Location:</b>	This role is based centrally but will require attendance at multiple sites.
<b>Responsible to:</b>	The Recruitment Officer will be expected to work under the direction of the Recruitment Manager, in consultation with UST Exec, Headteachers and Senior Leaders.
<b>Responsible for:</b>	1 x Recruitment Apprentice
<b>Full/part time:</b>	Full time, 35hrs per week
<b>Contract:</b>	Permanent, 52 weeks per annum
<b>Scale:</b>	Scale SO1, Spine Point Range 23 - 25 (£37,575 - £38,769 per annum)

### 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.

Possessing a strong customer focus and working directly with colleagues, the remit of the Recruitment Officer role is to support & deliver a high-quality Recruitment service across the Trust in respect of the following:

- To recruit high-quality teaching and support staff for short, long-term placements and permanent roles to our schools.
- To support with attracting candidates that fit the Trust's aspirations of growth.
- To support on recruitment activities with agencies including the creation and implementation of a preferred suppliers list.
- To support the recruitment and onboarding process for agency applicants including compliance and vetting checks.
- To support on training of recruitment systems, processes, and procedures to school-based colleagues.
- To support the design and implementation of the in-house iTrent Recruitment module.
- To support with the management of the recruitment contracts and subscriptions ensuring best value for money.
- To represent the Trust at relevant career events and job fairs as required.

### Specific Responsibilities

- Under the direction of the Recruitment Manager, 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 recruitment overview is 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 reference and requesting online searches. 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 with arranging in-house recruitment events including scheduling arrangements with the schools, advertising, attendee lists, booking refreshments, attending the events when required (plenty of notice will be provided), etc.
- Support with preparing and ordering goods for marketing campaigns and other recruitment related activities
- Support the data cleansing process in the event that a candidate requests to be erased (ensuring we are GDPR compliant) in liaison with the DPO Consultant
- 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 which will enable us to stay at the forefront of recruitment and talent management within our sector and be an employer of choice
- Ensure 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
- Support 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
- 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 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 with further development and improvement of existing recruitment processes, e.g. implementation of applicant tracking system.
- Participate in the review and development of all HR processes, procedures and systems as required, including the introduction of the ITrent Recruitment Module Provide reports on recruitment activity where needed
- Always ensure adherence to the agreed HR policies and procedures, raising any concerns with senior HR colleagues
- 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 etc.).
- Undertake the direct and full performance management of the HR Apprentice, including responsibility for their annual performance appraisal and continuous professional development
- 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**

- Support with the development and review of at least two HR Policies or procedures per year and/or project per year- or production and review of HR guidance on a specific topic/s (as requested)
- Contribute to Trust wide HR reviews, development and delivery of management development programmes, HR projects and initiatives.
- Contribute to, and in some cases lead on 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.

Person Specification		Essential	Desirable
<b>Qualifications</b>	Holds a relevant HR qualification or equivalent experience		√
	Professional membership of the Chartered Institute of Personnel and Development (ideally, at least MCIPD status)		√
	Have a minimum of Grade C in English and Maths GCSE level or equivalent	√	
<b>Experience</b>	Demonstrable and successful management of HR administrative staff	√	
	Experience of working in a fast paced and unionized school / education environment	√	
	Demonstrable and successful experience of managing and resolving a range of individual and collective case work issues		√
	Experience in consulting and negotiating with managers, staff, and trade union representatives on HR matters	√	
	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	√	
	Good working knowledge of current employment legislation, relevant education regulations and guidance as well as good practice approaches as they relate to schools	√	
	Demonstrable good knowledge and experience of all safer recruitment requirements in a school setting	√	
	Good working knowledge and understanding of all Data Protection legislation and requirements as it relates to HR	√	
	Experience of successfully using, and ideally implementing, an integrated HR and Payroll system to streamline and enhance a range of HR processes and procedures	√	
	A demonstrable flexible and proactive approach to the delivery of their work	√	
<b>Characteristics &amp; Attributes</b>	A strong customer focus to ensure the timely delivery of agreed outcomes	√	
	Ability to quickly build relationships, gain the confidence and communicate diplomatically and effectively with all levels of stakeholders	√	
	Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of personal resilience	√	
	Effective presentation and negotiating skills to support the resolution of issue and the achievement of change at school level	√	
	Good research and analytical skills with the ability to analyse workforce data, pay attention to detail and prepare reports which identify trends and recommendations	√	
	A self-starter who can work independently, is well organised with the ability to meet agreed targets and challenging deadlines	√	
	A strong team worker who can demonstrate an enabling style of management	√	

	Demonstrable skills to effectively use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel	√	
<b>Other</b>	This post requires a satisfactory Enhanced DBS Disclosure	√	
	Demonstrable commitment to their own continual professional development	√	