

Role Title: Recruitment Coordinator

Responsible to: HR Manager

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

The role

- To deliver an effective and efficient recruitment service, in line with The Leys and St Faith's Schools Foundation Recruitment and Selection Policy, and fully compliant with Keeping Children Safe in Education (KCSIE) and/or any subsequent or updated legislation and statutory guidance on recruitment.
- Be responsible for coordinating the Schools end to end recruitment processes, by supporting the management and overall delivery of effective recruitment and selection services, including writing and advertising jobs; utilising CV databases and social media channels to search and directly source potential candidates; co-ordinating and participating in selection procedures, and maintaining a highly quality administrative function that drives the candidate experience.
- Work closely with hiring managers to deliver a seamless recruitment service and provide advice regarding best practice and employment law, presenting practical solutions and options in relation to hiring needs.
- Develop a School careers page which promotes the Schools values, vision, and aims and showcases the School culture, employee experience, and job openings.

Key Tasks

- To oversee the end-to-end recruitment activities across the School in relation to permanent and casual/temporary vacancies for teaching and support staff.
- To oversee and manage the recruitment administration and screening processes, ensuring a seamless process from initial contact to offer of employment.
- To work closely with hiring managers and other key individuals to ensure a smooth, timely and cost-effective recruitment and selection process is delivered in line with the Schools Recruitment and Selection Policy and KCSIE.

Recruitment Campaign

- To consult and engage with hiring managers to fully understand their needs and to gain a deep understanding of the requirements of the role and vacancy.
- Design and administer a recruitment campaign for each vacancy in a timely manner. Ensure all necessary paperwork (including Role Profile & Person Specification or Candidate Pack) is completed, all contractual terms for the vacancy have been recorded correctly, and authorisation given to proceed by the relevant Head of Department.
- Write appropriate marketing and advertising materials for each vacancy as appropriate and proofread the published materials.

- Research, select, and monitor the appropriate recruitment channels to recruit for each campaign (i.e., social media, job boards, recruitment agency, etc.).
- Monitor each campaign and take action to increase applications if required.

Shortlisting and Interviews

- Responsible for the coordination of shortlisting and interview set-up, including finalising the schedule, calling candidates, sending invites, and liaising with managers to ensure that all paperwork is sent prior to interview.
- To advise hiring managers on interviewing and selection techniques and provide support during interviewing and selection processes.
- Assist with interview day assessment or collation of paperwork as required.

Candidate Experience

- To manage all recruitment enquires and communications, being the first point of contact for all applicant enquiries, ensuring queries are dealt with in a timely manner.
- To be responsible for the entry, maintenance, and integrity of applicant information.
- Ensure candidates receive regular communication throughout the recruitment process and provide constructive feedback to candidates at all stages of the recruitment process. In particular to those who have attended interview and/or other selection activities in liaison with the selection panel.
- To promote best practice throughout the recruitment process and actively seek candidate feedback to improve the candidate experience.

Appointment

- To ensure all required paperwork and information is collated and passed over to the HR Administrator so that the preboarding process is completed in a timely manner.

Data Protection and Administration

- Record and monitor all recruitment expenditure.
- Record all recruitment paperwork, candidate information, interview and assessment questions, panel notes etc. and ensure paperwork is retained in line with the appropriate retention period.
- Accurately recording relevant data for key metric reporting, including candidate source, conversion rates, interview outcome etc.

Promoting the School Brand

- To make recommendations for ways to improve the School's employer brand, thus promoting the School as an employer.
- To use a variety of recruitment methods to meet and attract high quality candidates.
- Participate in recruitment fairs and career events and other recruitment events as required / appropriate.

- Develop internal career portals to improve visibility of career opportunities to existing employees.
- Use social media to its full potential as a resourcing medium and to target specific, specialist skills.
- To research new sources for attracting active and passive candidates using a variety of different platforms.
- Update existing, and where appropriate, recruitment procedures to ensure the School is able to attract the very best talent available.
- To deploy innovative techniques to enhance the School's reputation as an employer of choice and a great place to work.

Equal Opportunities

- Ensure consistent and effective implementation of the School's Equal Opportunities & Diversity policy within our recruitment process, supporting more equal outcomes and enabling the School to attract more diverse talent pools and to select the most suitable candidates for the role.

Additional Responsibilities

- To take on / assist with specific HR recruitment project work as agreed with the HR Manager which may include apprenticeships, interns, seasonal recruitment, improvements to recruitment shortlisting and assessment guidance and paperwork, EDI initiatives, improvement to our Employer Proposition Value or any other projects as identified with the HR Manager.
- To assist with the appointment of executive search agencies or other external bodies to help recruit for senior level positions.
- To work with the Governing bodies of both schools and assist with recruitment at senior level.
- To provide feedback and weekly handover as required to the HR Manager to help ensure consistent, robust, and effective procedures/policies are maintained.
- To update and maintain relevant vacancy listings on the schools' website pages.
- Maintain up-to-date knowledge on relevant employment legislation and recruitment trends/best practice and inform managers about changes that may potentially impact recruitment and resourcing.
- Take all reasonable steps to ensure appropriate confidentiality.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Location:	The Leys School
Responsible to:	HR Manager
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Essential Criteria:- We believe that the following requirements are fundamental to the role:	
Qualifications / Competency	<ul style="list-style-type: none"> • Relevant professional HR or Recruitment qualification or equivalent level of practical experience. • Working understanding of human resource principles, practices, and procedures. • Working understanding of guiding and delivering successful recruitment campaigns including different routes to advertise (social media etc) and local employment market conditions.
Experience	<ul style="list-style-type: none"> • Previous recruitment experience either in-house or with an agency. • Experience of using databases and Applicant Tracking Systems • Experience of using relevant reporting tools.
Skills	<ul style="list-style-type: none"> • Good IT literacy and strong MS Office skills. • Excellent communication and interpersonal skills. • Resilient with good problem-solving skills. • Efficient time management skills with a proven ability to meet deadlines.
Knowledge	<ul style="list-style-type: none"> • An awareness of basic employment law. • Knowledge of local market conditions, current recruitment trends, best practice in recruitment, best routes to advertise
Attributes	<ul style="list-style-type: none"> • A positive and proactive approach to work. • The ability to work accurately, with a high attention to detail. • Excellent organisational skill and able to prioritise workload. • Self-motivated but also be able to work as part of a team. • Able to use own initiative. • Demonstrate an ability to form excellent working relations with Managers and colleagues. • Excellent client facing skills
Desirable Criteria:- We are looking for candidates who fill some but not necessarily all these requirements:	
<ul style="list-style-type: none"> • CIPD Associate Member Level (or above). • Recruitment qualification. • Previous experience in an educational setting. • Understanding of KCSIE and Safer Recruitment checks in education. 	

THE Leys