

JOB DESCRIPTION

JOB TITLE: Recruitment Assistant

RESPONSIBLE TO: Head of HR

LOCATION: Culverstone Hub/Remote

SALARY GRADE: Kent Range 6

HOURS: 37 hours per week AYR

PURPOSE OF THE POST:

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

MAIN ROLES AND RESPONSIBILITIES

Main Duties	<p>To manage recruitment for the following areas:</p> <ul style="list-style-type: none"> • All non-teaching roles including school based and Central Team • Qualified teachers • Leadership • To have good knowledge of trainee teacher recruitment and apprenticeship recruitment
Recruitment	<ul style="list-style-type: none"> • support the candidate attraction process by preparing and formatting job descriptions and profiles, setting up adverts on our recruitment system and making adverts 'live' within the agreed timeframe

	<ul style="list-style-type: none"> • 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 • 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 when necessary • 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 Kent Teach and to chase and upload interview notes/feedback provided by the schools • 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 • Support the onboarding process with applying for a DBS for successful candidates and ensuring the correct identification is received and complete the verification process • Ensure all recruitment 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 process with arranging in-house events including scheduling arrangements with the schools, advertising, attendee lists, booking refreshments, attending events when required (plenty of notice will be provided), etc. • 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
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	<ul style="list-style-type: none"> • Administer the data cleansing process in the event that a candidate requests to be erased (ensuring we are GDPR compliant) • Use the correct branding throughout all recruitment activity both internally and externally
General	<ul style="list-style-type: none"> • Undertake filing/scanning on a regular basis and any archiving when necessary • Ensure that all correspondence and documents created are saved correctly on our Shared Drives in a logical and structured fashion • Assist with any ad-hoc projects as and when required • Attend all relevant Team meetings and provide input • Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary • Ensure that all aspects of data protection and confidentiality are maintained at all times • Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future • Be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in order to help the organisation achieve its goals • Be professional at all times • Work with the Trust to promote The Golden Thread Alliance as an employer of choice

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

	CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Proven administration experience • Previous experience of recruitment or working in a customer service role
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to provide a high level of customer service • Ability to deal calmly, tactfully and effectively a range of people • Ability to convey information clearly and accurately orally and in writing to a range of people • Ability to work in an organised and methodical manner • Ability to take personal responsibility for organising day to day workload • Ability to work effectively and supportively as a member of the central team • Able to use own initiative to solve problems and respond proactively to unexpected situations
KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrate a basic understanding of the work of a school • Knowledge of a range of computer applications – including Word / Excel / PowerPoint / Outlook • Demonstrate an understanding of confidentiality and child protection issues in a school setting

Postholder's signature: _____

Postholder's name: _____

Date: _____