

(Drafted 07/2025)

JOB DESCRIPTION

Title: HR Administration and Recruitment Lead

Reports to: Director of People and Organisational Development

Salary Grade: Grade 10 SCP 34 - 39

Responsible for: HR Administration Team

Hours of Work: 37 Hours (full-time), all year round, 52 weeks per year (with some requirement to work occasional out of hours)

Primary place of work: The Rock Centre, Walsall with hybrid working at other Trust offices, schools and home working to suit the needs of the Trust and ensure effective and efficient delivery of a centralised HR Service.

Job Purpose:

Provide the required expertise, focus and oversight of recruitment activity across the Trust including delivery of more strategic interventions to support recruitment and retention of key roles. Ensure ongoing compliance with requirements under KCSIE and continue to develop best working practices in relation to this.

Implement and develop our recruitment, HR and onboarding systems and processes.

To identify and implement people management solutions that enables and support continuous professional improvement of the Central HR Team Service.

Key responsibilities

Leadership

1. To proactively manage, develop, coach and motivate the HR Administration Team, providing CPD, mentoring support, advice and guidance, as required, including undertaking regular professional growth conversations and addressing any performance concerns proactively.
2. To support the Director of People and Organisational in the delivery and continuous improvement of the Central HR Services including the identification and delivery of new initiatives that will support this, including delivery of an ambitious HR workplan.
3. Work collaboratively, as part of the HR leadership team.
4. To provide advice, guidance and challenge to headteachers, school leaders and Trust leaders on recruitment, onboarding and retention.
5. To build and develop effective partnerships and collaborative working with internal and external customers/stakeholders, building strong working relationships that enhance the Central HR service across the Trust.

Recruitment, Retention and Onboarding

1. To provide HR advice and support to schools and central MAT functions in relation to recruitment, retention and compliance with KCSIE.

2. To undertake and assist in the review, development and implementation of HR policies, procedures and guidance as part of the Central HR Team annual policy review schedule, as required.
3. Oversee the management of end-to-end recruitment activities, ensuring they are managed in a way which provides candidates with a positive, professional, transparent recruitment and selection and onboarding experience, and where panel members understand and are confidently able to assess candidates against the criteria in an effective, auditable way.
4. Ensure job descriptions and person specifications form the basis of appropriate recruitment and selection approaches, programmes, tools and techniques.
5. Oversee all recruitment activity to ensure statutory compliance with all legal requirements and best practice and that roles are being recruited in a timely manner.
6. Act as a first point of contact for the UK Borders Agency and the providers of the DBS Umbrella Service.
7. Keep abreast of external themes and trends relating to recruitment and retention, highlighting how these can support the recruitment and retention objectives of the Trust.
8. Develop and implement the Trust's corporate induction and CPD offer for Associate staff.

Data, Processes and Systems

9. Develop the Trust's people data, systems and MI, to enable improved data driven decision-making.
10. Provide management reports including KPI reports and data on a weekly, monthly and/or quarterly basis as required by the Director of People and Organisational Development.
11. Design, implement and maintain HR processes and procedures that work in line with HR Trust policies and procedures, legislation and best practice within this roles remit.
12. Manage employee data and data systems, ensuring they are fit for purpose and meet legal requirements.
13. Oversee and maintain the single central record to ensure fully compliant.
14. Ensure the HR team adhere to confidentiality and Data Protection policies and procedures
15. Keep up to date with legislation, national terms and conditions, statutory requirements and local agreements, monitoring compliance with HR related policies and procedures, templates and protocols as appropriate.
16. Undertake other responsibilities, duties and projects related to all areas of business, on behalf of the Trust, where this is commensurate with the grade of the post. This will entail working from other locations, working with senior leaders, managers and colleagues to ensure the Trust/school effectively utilises and reviews resources that reflect fair, consistent, transparent and effective ways of working

General Information:

- The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Director of HR and the Headteacher, appropriate to the remit.
- The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

PERSON SPECIFICATION

Job Title: HR Administration and Recruitment Lead	Associate Staff
Grade: Grade 10, SCP 34 – 39	Location: The Rock Centre, Walsall (with hybrid working: a range of office, Academy and home working, with some requirement to work at other sites that form part of the Trust as mutually agreed). This role forms part of our centralised HR Service

Criteria	Essential	Desirable
Qualifications & Training <ul style="list-style-type: none"> Minimum CIPD level 5 or above or equivalent professional HR qualification with evidence of CPD. Degree or equivalent professional qualification. Affiliated or Chartered Member of the CIPD. 	✓ ✓	✓
Experience <ul style="list-style-type: none"> Experience of providing advice and flexible resolutions to a wide range of HR issues through to successful outcomes. Experience of working in an educational setting in a HR Department. Experience of coaching, supporting managers efficiently and effectively with recruitment and retention matters. Experience of delivering training to managers and senior leaders. Developing HR and employment related policies, procedures and/or guidance. Experience of managing / supervising staff and delegation. Experience of immigration and Safeguarding legislation Experience of working with trade unions and employee representatives. Experience of working in collaboration with stakeholders to meet business needs. Developing HR data, systems and reporting. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Skills, Knowledge and Abilities <ul style="list-style-type: none"> Analytical and problem-solving skills, including the ability to soundly evaluate options before implementing solutions. Strong interpersonal and communication skills, including sensitivity and the ability to influence others. Well-developed ability to communicate in an effective, rational way, defend decisions taken and take responsibility for advice given. Persuading, influencing, conflict resolution and negotiation skills with a developed sense of emotional intelligence. Sound knowledge of effective people management practices and processes with up-to-date employment law/professional knowledge. Ability to display resilience, energy, reliability and composure often under pressure. Professional approach and positive attitude, with a flexible and well organised approach to workload and managing conflicting priorities. Knowledge of local/national issues affecting the management of schools and the conditions of service of schoolteachers. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> • Ability to apply and interpret procedures and policies effectively, in the context of individual cases and business need. • Ability to manage and support the development and implementation of effective HR systems. • Excellent and competent IT and report writing skills. • A sound understanding of safeguarding legislation and guidelines in education. • Ability to manage others and work collaboratively in a team environment. • Excellent attention to detail and accuracy. • Ability to interpret and present, in writing and orally, management information on key HR performance indicators. • A sound understanding of GDPR regulations/Data Protection responsibilities and implementation within the HR environment. • Ability to work as part of an effective team to deliver the Central HR Team service offered across the Trust. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Other Attributes & Qualities <ul style="list-style-type: none"> • Committed to the maintenance of confidentiality, discretion, diplomacy and professionalism at all times. • Ability to be impartial and objective. • Committed to equality, diversity and inclusion. • Committed to your personal and professional development. • Committed to safeguarding in accordance with Keeping Children Safe in Education. • Self-motivated and proactive with a solution driven approach to work. • Flexible and adaptable and willingness to work across sites within the Mercian Trust. 	✓ ✓ ✓ ✓ ✓ ✓	
Other essential requirements <ul style="list-style-type: none"> • Commitment to equality and diversity. • Commitment to health and safety. • Display the Mercian Trust purpose and approach at all times and actively promote them in others. • This is an essential car user post. You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. • In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive. • Flexibility to attend meetings outside of normal office hours, including governing body meetings. 		

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.