



JOB DESCRIPTION

Job title: HR and Recruitment Coordinator
Reports to: HR Lead

Main Purpose of Post:

To provide effective HR and recruitment coordination support across The Academies for Character and Excellence Trust. The postholder will play a key role in coordinating supply cover requirements, supporting recruitment activity, undertaking safer recruitment administration, and maintaining accurate HR records. The role will contribute to ensuring schools are appropriately staffed and supported through efficient, professional and responsive HR practices

How you will make a difference:

Recruitment and Onboarding

- Coordinate the end-to-end recruitment process across Trust schools.
- Prepare and place recruitment advertisements on appropriate platforms.
- Manage candidate applications and correspondence.
- Arrange interviews and recruitment activities with school leaders and hiring managers.
- Coordinate employment offers and onboarding arrangements.
- Undertake pre-employment checks in line with statutory and Trust requirements.
- Process references, DBS applications and other safer recruitment documentation.
- Ensure compliance with safeguarding and safer recruitment legislation and guidance.

Supply Cover Coordination

- Coordinate daily supply staffing requirements across Trust schools.
- Liaise with supply agencies to secure appropriate cover.
- Develop and maintain positive working relationships with agency providers.
- Monitor and record supply cover arrangements and associated information.
- Support schools in sourcing suitable temporary staffing solutions.

HR Administration

- Maintain accurate and confidential HR and recruitment records.
- Update HR systems, personnel files and recruitment trackers.
- Provide administrative support throughout the employee lifecycle.
- Produce HR documentation and correspondence as required.
- Support HR project work and Trust-wide initiatives.



- Assist with workforce reporting and data collection when required.
- Customer Service and Stakeholder Support
- Respond to queries from headteachers, school leaders and colleagues in a professional and timely manner.
- Build positive and productive relationships with school-based administration teams and external partners.
- Provide first-line advice and guidance on recruitment processes and procedures.
- Work collaboratively with members of the central HR team to deliver an effective service.

General Responsibilities

- Uphold and promote the Trust's values of Community, Collaboration, Equity, Uncompromising Excellence and Integrity.
- Maintain confidentiality in all aspects of the role.
- Comply with Trust policies, procedures and statutory obligations.
- Undertake any other duties commensurate with the grade and nature of the post.
- To be an ambassador of the Trust when dealing with external stakeholders

This job description outlines the main duties and responsibilities of the role and is not intended to be an exhaustive list. The duties may be reviewed and amended from time to time in consultation with the postholder to meet the changing needs of the Trust

Safeguarding Statement

The Academies for Character and Excellence Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to enhanced DBS clearance and all appropriate pre-employment checks.

Health and Safety

As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts' health and safety responsibilities.





Person Specification

Qualifications

Essential

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Evidence of ongoing professional development.

Desirable

- CIPD Level 3 qualification or working towards.
 - HR, business administration or recruitment-related qualification.
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Experience

Essential

- Experience of working in an administrative, HR, recruitment or education environment.
- Experience of managing multiple tasks and competing priorities.
- Experience of maintaining accurate records and handling confidential information.
- Experience of communicating with a wide range of stakeholders.

Desirable

- Experience of working within a school or multi-academy trust.
 - Experience of safer recruitment administration
 - Experience of coordinating temporary or agency staffing arrangements.
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Knowledge and Skills

Essential

- Excellent organisational and planning skills.
- Strong attention to detail and accuracy.
- Effective verbal and written communication skills.
- Ability to prioritise workload and meet deadlines.
- Strong customer service skills.
- Ability to build and maintain effective working relationships.
- Competent use of Microsoft Office applications, including Word, Excel and Outlook and Teams.
- Ability to work independently and as part of a team.

Desirable

- Knowledge of education sector recruitment practices.
 - Knowledge of HR systems and applicant tracking systems.
 - Understanding of safeguarding and employment compliance requirements.
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Personal Attributes

The successful candidate will demonstrate:

- Integrity and professionalism.
 - A collaborative and positive approach.
 - Initiative and flexibility.
 - Commitment to delivering high-quality service.
 - Resilience and the ability to remain calm under pressure.
 - Commitment to the Trust's values of Community, Collaboration, Equity, Uncompromising Excellence and Integrity.
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