academies for character and excellence

JOB DESCRIPTION

Job title: HR Recruitment Coordinator
Reports to: HR Lead
Responsible for: No direct reports
Location: Totnes with offices in Exeter and Ilminster
Coverage: Allocated Trust schools (Devon)

We work together in collaborative partnerships to achieve excellence through cultivating character, sharing talents and pursuing excellence.

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Main Purpose of Post:

The HR Recruitment Coordinator will provide a professional, responsive and high-quality recruitment service across a designated group of Trust schools.

Working closely with Headteachers, recruiting managers and the wider HR team, the postholder will coordinate recruitment activity from vacancy through to appointment and onboarding. They will help the Trust attract, appoint and retain high-quality staff as part of the Trust's commitment to the People Strategy and Talent Management Process.

The postholder will ensure recruitment processes are efficient, candidate-focused and compliant with safer recruitment requirements. They will contribute to the development of innovative approaches to recruitment, candidate attraction and workforce resourcing.

How you will make a difference:

Recruitment and Resourcing

- Coordinate the end-to-end recruitment process for allocated Trust schools, providing a consistent and responsive service to Headteachers and recruiting managers.
- Work with recruiting managers to understand vacancy requirements and agree appropriate recruitment timescales and strategies.
- Prepare engaging and accurate recruitment advertisements and candidate information.
- Coordinate the advertising of vacancies through appropriate recruitment platforms and channels, including social media and other methods of candidate attraction.
- Proactively monitor vacancies and applicant levels, identifying difficult-to-fill roles and working with recruiting managers and HR colleagues to consider alternative recruitment strategies.
- Support Trust-wide recruitment campaigns and initiatives to improve candidate attraction and strengthen the Trust's profile as an employer of choice.
- Develop positive working relationships with schools, recruitment providers, supply agencies and other external partners.
- Support recruitment events, careers activities and initiatives aimed at developing future talent pipelines.

Candidate Management and Selection

- Provide a professional, welcoming and positive candidate experience throughout the recruitment process.
- Coordinate shortlisting, interviews and other selection activities and documentation.
- Liaise with candidates, Headteachers and selection panels to ensure recruitment activity is effectively organised and communicated.
- Provide recruiting managers with procedural guidance on the Trust's recruitment and selection processes, referring matters requiring professional HR advice to the HR Advisory team.
- Coordinate conditional offers and ensure successful candidates receive timely and accurate information.
- Maintain appropriate communication with successful candidates through to commencement.

Safer Recruitment and Pre-employment

- Coordinate completion of all required pre-employment and safer recruitment checks.
- Monitor outstanding checks and proactively follow up information to minimise delays to appointments.
- Identify and escalate concerns arising through pre-employment checking to the Safeguarding Lead, HR Advisor, Senior HR Advisor or HR Lead.
- Ensure accurate recruitment and safer recruitment records are maintained in accordance with Trust procedures, statutory requirements and data protection requirements.

Single Central Record Management and Compliance

- Coordinate the day-to-day management of the Single Central Record (SCR) system for allocated Trust schools, ensuring records are accurate, complete and up to date in accordance with current Keeping Children Safe in Education guidance and Trust safer recruitment procedures.
- Work closely with schools and the HR Workforce Administrator to coordinate timely updates for new appointments, staff movements, leavers and other individuals required to be included on the SCR.
- Working closely with the Safeguarding Lead, undertake regular compliance checks of SCR entries and supporting records, identify gaps or inconsistencies, follow up outstanding actions and promptly escalate missing checks or safeguarding concerns to the relevant Headteacher.
- Support Headteachers and authorised school colleagues with the consistent use of the SCR system, providing procedural guidance and helping them maintain inspection-ready records throughout the year.
- Support schools before and during Ofsted inspections and other safeguarding audits by making the SCR and relevant supporting evidence available to authorised reviewers.

Onboarding

- Coordinate onboarding arrangements for successful candidates, bringing together outstanding documentation and commencement details to support their transition to employment.
- Work closely with the HR Workforce Administrator to ensure employee information and records are established accurately and promptly.
- Support Trust and school induction arrangements where required.

HR System

- Coordinate the recording and processing of the employee lifecycle within the HR system, providing a reliable record of current personnel and their employment details which will support statutory reporting.
- Check personnel records regularly to identify and resolve missing, outdated or inconsistent information, maintaining confidentiality and handling employee data in accordance with Trust procedures and data protection requirements.

Supply and Temporary Staffing

- Support the HR Workforce Administrator with the coordination of temporary and supply staffing requirements across allocated schools as and when required.
- Develop effective relationships with agency providers.
- Monitor supply and agency usage and highlight emerging recruitment or resourcing issues.
- Support Trust initiatives to develop sustainable staffing solutions, achieve value for money and reduce unnecessary reliance on agency staffing.

Recruitment Data and Continuous Improvement

- Support monitoring of recruitment measures, including vacancy rates, applicant levels, time to recruit and difficult-to-fill vacancies.
- Monitor anonymised applicant data, including disability, to support equal opportunities in recruitment.
- Identify emerging recruitment trends and bring these to the attention of the HR Lead.
- Contribute ideas and recommendations to improve recruitment processes, candidate attraction and candidate experience.
- Support the implementation and ongoing review of improvements to recruitment systems, processes and documentation.
- Support the wider Central team with any audits or statutory reporting.

Working as Part of the HR Team

- Work collaboratively with the HR Lead, Senior HR Advisor, HR Advisor, other HR Recruitment Coordinator and HR Workforce Administrator to provide an integrated HR service.
- Work closely with the HR Workforce Administrator, delegating or passing appropriate recruitment administration for processing.
- Share information with HR colleagues to support workforce planning and effective HR service delivery.
- Refer matters requiring interpretation of employment legislation, Trust policy or professional HR advice to the HR Advisor, Senior HR Advisor or HR Lead.
- Contribute to HR projects and Trust-wide recruitment and workforce initiatives.
- Attend HR team meetings and other Trust meetings as required.
- Work across Trust locations and schools where required.

Collaboration

- Support, motivate, develop and promote achievement of high standards and openness to HR services across the Trust.
- Recognise when to seek help and advice from leaders and colleagues to carry out the role effectively as part of a professional team.
- Undertake other reasonable duties and projects, as requested, to support the achievement of the Trust strategic plan.

Expectations

- The post holder's duties must be carried out in compliance with Trust policies and procedures
- To work at all times within the Code of Conduct, GDPR and the Trust Safeguarding Policy
- To maintain the Trust values and ethos at all times
- To be an ambassador of the Trust when dealing with external stakeholders

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.

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Person Specification – HR Recruitment Coordinator

Essential criteria are required for the role; desirable criteria strengthen an application.

Qualifications and Experience

Area	Essential	Desirable
Qualifications and development	• Good literacy and numeracy, demonstrated through qualifications or practical experience. • Willingness to undertake relevant recruitment, safeguarding and HR systems training.	• Relevant HR, recruitment or administration qualification, completed or in progress. • Safer recruitment training.
Recruitment coordination	• Recruitment administration or coordination experience, including candidate communications, interviews and documentation. • Experience of managing competing tasks or vacancies to deadlines. • Ability to follow procedures and seek specialist advice when needed.	• Experience across the full recruitment cycle, from vacancy advertising through selection and appointment to onboarding. • Experience of recruitment campaigns, social media or candidate attraction. • Previous experience in an education setting, ideally in HR, recruitment or administration. • Experience of maintaining and checking the Single Central Record (SCR) and supporting audits or inspections. • Awareness of safeguarding, safer recruitment, confidentiality and data protection.
Systems and reporting	• Confident use of Microsoft office software, spreadsheets and databases.	• Experience of HR or applicant tracking systems. • Experience of recruitment reporting, monitoring or agency staffing.

Knowledge, Skills and Personal Attributes

Area	Essential	Desirable
Organisation and accuracy	• Strong organisation and prioritisation skills, with the ability to meet deadlines. • Manage competing demands. • Accuracy in checking records and preparing recruitment documentation.	• Ability to improve recruitment processes and documentation.
Communication and relationships	• Clear, professional written and verbal communication. • Ability to build effective relationships with candidates, school leaders, colleagues and providers.	• Experience of creating candidate information or supporting recruitment events.

Data and problem-solving	• Ability to check recruitment data, identify inconsistencies and take action. • Confidence learning new systems and processes.	• Ability to use recruitment data to identify trends and improve candidate attraction.
Teamwork and professional approach	• Ability to work independently and collaboratively, using appropriate initiative. • Discretion, integrity and sound judgement. • Commitment to safeguarding, equal opportunities, Trust values and continuous improvement.	• Experience of team projects or service improvements.
Working arrangements	• Ability to work across allocated Trust schools and locations as required.	