The Academies for Character and Excellence

Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

HR Recruitment Coordinator

Location: Totnes (offices in Exeter and Ilminster), supporting allocated Trust schools in Devon
Devon NJC Grade D £27,709 - £29,542
Full-time – Permanent - 37 hours per week

Are you highly organised, people-focused and able to manage multiple priorities in a fast-paced environment and enjoy working with like-minded people?

Do you enjoy bringing people and opportunities together, keeping recruitment processes on track, and ensuring applicants and new employees have a positive experience from day one? Join our HR team and play a key role in helping our Trust schools attract, recruit and retain the talented people who make a real difference to children's education

We are looking for an organised, proactive HR Recruitment Coordinator to provide a responsive recruitment service across allocated schools. Working with Headteachers, recruiting managers and HR colleagues, you will coordinate vacancies, selection, pre-employment checks and onboarding. You will also help maintain accurate Single Central Records and improve our recruitment processes and candidate experience.

What you'll be doing

- Coordinate recruitment from vacancy advertising through selection, conditional offers and onboarding.
- Prepare engaging adverts and candidate information, arrange interviews and keep candidates and recruiting managers informed.
- Coordinate safer recruitment and pre-employment checks, follow up outstanding information and escalate concerns.
- Maintain accurate Single Central Records for allocated schools and support compliance checks, audits and inspections.
- Work with the HR Workforce Administrator to establish employee records and support induction arrangements.
- Keep HR system information accurate, monitor recruitment data and contribute to campaigns and process improvements.
- Support temporary and supply staffing activity when required, working collaboratively across the HR team.

Who we're looking for

You will bring recruitment administration or coordination experience, strong organisation and attention to detail, and clear, professional communication. Confident with Microsoft office software, spreadsheets and databases, you will manage competing priorities, handle sensitive information with discretion and know when to seek specialist advice.

Previous experience in an education setting is desirable, ideally in HR, recruitment or administration. Experience across the full recruitment cycle, candidate attraction, HR systems or Single Central Records would also be welcomed, alongside a relevant qualification or safer recruitment training. You will be committed to safeguarding, equal opportunities and the Trust's values, willing to undertake relevant training and able to work across allocated Trust locations.

Why join ACE?

- A varied recruitment role supporting schools and helping new colleagues make a positive start.
- The opportunity to contribute ideas that improve candidate attraction, recruitment processes and candidate experience.
- A collaborative, values-led HR team, working closely with school leaders and colleagues across the Trust.
- A bespoke professional development offer, pension scheme, employee assistance programme.

The Academies for Character and Excellence is a growing Trust of 20 Primary Schools making up a dynamic and innovative learning organisation.

The Trust is passionate about educating its pupils ensuring every child has an equity of opportunity through the rich holistic character education it provides. The values of the Trust, which are Community, Collaboration, Equity, Uncompromising Excellence and Integrity, are embedded in everyday practice both operationally at board level and also within our teams across the Trust. We are passionate about the innovative curriculum we offer and our collaborative approach to working. Our network of Teams enables our people to have opportunities to develop and flourish within their own field of expertise.

Safeguarding

The Academies for Character and Excellence is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post.

How to apply

For the full job description and application form, visit www.acexcellence.co.uk/ace-trust-vacancies

For an informal conversation, contact the People Team at peopleteam@acexcellence.co.uk or call Rozel Ridgway on mobile number 07955364282

Completed applications should be emailed to recruitment@acexcellence.co.uk

Closing date: Midday - Friday 4th December
Interviews: Tuesday 8th December
Start date: January 2027