

Job Description

Leigh Academies Trust

Job Title: Recruitment Administrator
Reports to: Head of Recruitment and Talent Management

Purpose of role: To support the Trust's Recruitment Team with all areas of recruitment administration, acting as a main point of contact for initial enquiries and supporting candidates through the recruitment journey. You will provide support across the full recruitment cycle, selection process and on-boarding process, ensuring that we offer a first-class candidate experience that is efficient, professional and informative. You will work with and support all members of the Recruitment Team on different projects and tasks, and regularly liaise with members of the HR Team.

Key recruitment markets that this role encompasses:

- All non-teaching roles including academy-based and Head Office
- Qualified teachers
- Leadership
- To have good knowledge of trainee teacher recruitment and apprenticeship recruitment

Recruitment and Onboarding

- Under the direction of the Recruitment Team, support the candidate attraction process by preparing and formatting job descriptions and profiles, setting up adverts on our e-recruitment system and making adverts 'live' within the agreed timeframe
- 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
- Compile, update and maintain an electronic media library for the wider Recruitment Team to use for marketing and advertising, ensuring we have a variety of content that's interesting and relevant
- To take a significant role in producing, posting and engaging with content for all social media channels across all markets providing support when creating and following a calendar of articles, adverts, good news stories, etc.
- 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 query to the Recruitment Co-ordinators when necessary
- Ensure the talent spreadsheets are well-maintained and up to date, ensuring we track all activity and ensure the team's efforts are focussed
- 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 Job Train and to chase and upload interview notes/feedback provided by the academies
- 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
- Ensure all 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 Team with arranging in-house events including scheduling arrangements with the academies, advertising, attendee lists, booking refreshments, attending the events when required (plenty of notice will be provided), etc.
- Support the Recruitment Team in preparing and ordering goods for marketing campaigns and
- 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
- Administer the data cleansing process in the event that a candidate requests to be erased (ensuring we are GDPR compliant)

- To administer the referral scheme process including maintenance of the spreadsheet tracking all activity, ordering vouchers and other rewards, and delivering them electronically or in person when awarded
- You will conduct and collate research, under the direction of the Head of Recruitment, which will enable us to stay at the forefront of recruitment and talent management within our sector and be an employer of choice
- Use the correct branding throughout all recruitment activity both internally and externally

General Responsibilities

- Undertake filing on a regular basis and any archiving when necessary
- Ensure that all correspondence and documents created are saved correctly on our HR Shared Drives in a logical and structured fashion
- Assist with any ad-hoc projects as and when required
- Attend all relevant Recruitment 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

What you need to perform this role successfully

To be successful, you need to be an outstanding administrator with a passion for working in a busy and fast-paced recruitment environment, with the ability to organise and prioritise a varied workload. You may have experience in a similar role and are now looking for a new challenge in a friendly and supportive team. You'll be professional at all times and have a genuine passion for communicating with a variety of candidates and members of staff within the Trust, promoting Leigh Academies Trust as an employer of choice.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns. All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the line manager. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.