

Role	Grade	Reports to
Recruitment & Retention Lead	Grade 8	Head of HR

#### Main purpose of the job

The HR team is responsible for providing strategic and operational support to the Trust through engagement with senior leaders, managing relationships with unions and providing a high-quality HR service to all stakeholders.

- The Recruitment and Retention Lead has a specific focus on ensuring that the Trust's Recruitment and Retention Strategy remains relevant, up to date and continues to meet operational needs, is consistent with Trust Policies, legislation, safer recruitment and good practice requirements
- Promote innovation in all areas of recruitment and retention including an enhanced use of data to support retention plans and aid succession across the Trust
- Lead, develop and support HR administration and communication colleagues to ensure the team
  provides exceptional service to recruiting managers and candidates, develops and delivers effective
  campaigns to attract candidates to the Trust and support positive employee engagement, building
  trusted relationships with key stakeholders throughout the organisation

#### **Key relationships**

This role is part of the Central Trust HR Team, working closely with school and Trust leadership, line managers and colleagues across all sites. Externally, the postholder works with relevant suppliers e.g. organisations providing employee benefits.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to be provide an exhaustive list.

#### Main accountabilities:

- Support the Trust and Trust schools in attracting outstanding staff who share our values, recognising that great schools thrive because of the great people in them
- Ensure safer recruitment is prioritised through robust processes and full compliance with preemployment checks, legal requirements and best practice
- Ensure the recruitment team delivers innovative, high-quality candidate centric end-to-end attraction strategies/ campaigns and a recruitment service that meets the needs of wider organisational goals
- Lead on ensuring recruitment processes are efficient and effective, from the development of job descriptions, adverts and selection processes, to shortlisting, candidate communication, offer and induction planning
- Drive and implement process improvements, leading projects within the team
- Advise on salary, ensuring offers are appropriate, transparent and support both talent attraction and talent retention
- Ensure all candidate sourcing tools are utilised effectively, using data to review effectiveness and plan future recruitment campaigns
- Quality assure recruitment services, working collaboratively with key stakeholders and partners both internally and externally to ensure that the recruitment and selection procedures and practice meet operational needs
- Work collaboratively with HR colleagues, Trust and school leadership to identify and overcome resourcing challenges and find cost effective solutions to resource the Trust's vacancy requirements on an interim and permanent basis



- Focus on raising the profile of the Trust as an employer of choice, including employer branding, diversity and inclusion, community partnerships and enhancing the Trust's social media presence
- Ensure that all recruitment (marketing/selection/on-boarding) activities are aligned with the employer value proposition and promote the Trust in a way that reflects its vision and values
- Ensure the deployment of policies and procedures relating to statutory responsibilities and employment legislation is monitored to ensure compliance and to reduce risks to the Trust's reputation as a good employer
- Proactively promote, research, develop and support strategies to maintain and improve retention at all stages of the employee lifecycle within the Trust, informed by quality data and reporting
- Support the delivery of the Prospere Premium to drive how we attract, select, retain and move people through the organisation (reflecting local and national market conditions and current/future requirements)
- Ensure the annual trainee teacher recruitment campaign is effective and school leads have timely advice and support to manage the onboarding process
- Oversee the recruitment and induction of apprentices, supporting line managers and mentors to ensure the achievement of apprenticeship programmes
- Lead and coordinate applications for Trust-wide accreditation to support our employer brand and the Prospere Premium
- Ensure internal communication is effective and targeted appropriately, maximising awareness of employee benefits and support for wellbeing and career progression
- Be responsible for ensuring the administration of employee benefit systems and schemes is effective and timely
- Champion equality, inclusion and accessibility at work in accordance with relevant legislation, utilising
  internal and external networks to ensure an integrated approach to staff management and service
  delivery

#### Other responsibilities

- Support the achievement of the Trust improvement plans
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency. Ensure that quality standards and deadlines are met, priorities are identified and delivered to deadline and, where concerns arise, resolve these quickly and effectively
- Support Trust and school leadership with embedding core values and behaviours
- Lead and manage complex case work as required
- Attend Trust and school events as required and make a positive contribution during such events
- Maintain specialist HR knowledge including developments in best practice and legislation
- Undertake HR administration as required and ensure relevant systems are maintained

#### **People management**

• Full line management of specified HR colleagues including recruitment, probationary period management, performance management, absence management and staff development

#### All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <a href="https://prospere.org.uk/about-us/vision-values">https://prospere.org.uk/about-us/vision-values</a>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy



- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
   Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development and support the Performance Management process
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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Application, Selection Task  Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and objectives of including core policies relating to equality and diversity and child protection  Demonstrate a commitment to maintaining and developing professional knowledge and skills  Tact and diplomacy in interpersonal relationships with all stakeholders, appropriately using negotiation and influencing skills to achieve objectives  Application, Selection  Task  Essential  Interview  Application, Interview  Essential  Application, Interview  Essential  Interview  Application, Interview  Application, Interview  Essential  Application, Interview  Application, Interview  Constitution and influencing skills to achieve objectives		Essential	Application
Application, Selection Task  Communicates key progress information to different audiences  Communicates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and objectives of the organisation  Commonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection  Commonstrate a commitment to maintaining and developing professional commonstrate a commitment to maintaining and developing professional commonstrate a commitment to maintaining and developing professional commonstrate and skills  Fact and diplomacy in interpersonal relationships with all stakeholders, ability to adapt to challenging situations and people and responding appropriately using negotiation and influencing skills to achieve objectives	next stage of development and able to articulate a clear vision for high		
Communicates key progress information to different audiences  Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and objectives of the organisation  Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection  Demonstrate a commitment to maintaining and developing professional essential interview and constrate a commitment to maintaining and developing professional essential interview and constrate and diplomacy in interpersonal relationships with all stakeholders, abbility to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	quality HR and how this relates to high quality education		
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colutions, improvement and supporting the vision, values and objectives of the organisation  Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection  Demonstrate a commitment to maintaining and developing professional commitment t	communicates key progress information to different audiences		Task
Che organisation  Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection  Demonstrate a commitment to maintaining and developing professional commitment to maintaining and dev	Demonstrates a collaborative, team working approach focused on	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection.  Demonstrate a commitment to maintaining and developing professional commitment to maintaining and developing professio	solutions, improvement and supporting the vision, values and objectives of		
Including core policies relating to equality and diversity and child protection  Demonstrate a commitment to maintaining and developing professional knowledge and skills  Fact and diplomacy in interpersonal relationships with all stakeholders, adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives  About the protection and professional commitment to maintaining and developing professional commitment	the organisation		
Demonstrate a commitment to maintaining and developing professional Essential Application, Interview Knowledge and skills  Fact and diplomacy in interpersonal relationships with all stakeholders, Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	Demonstrate a commitment to appropriate professional standards,	Essential	Interview
Demonstrate a commitment to maintaining and developing professional Essential Application, Interview Knowledge and skills  Fact and diplomacy in interpersonal relationships with all stakeholders, Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	including core policies relating to equality and diversity and child protection		
Knowledge and skills  Fact and diplomacy in interpersonal relationships with all stakeholders, Essential Interview  Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	Demonstrate a commitment to maintaining and developing professional	Essential	Application, Interview
Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	knowledge and skills		
appropriately using negotiation and influencing skills to achieve objectives	Tact and diplomacy in interpersonal relationships with all stakeholders,	Essential	Interview
	Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives		
		Essential	Interview



Effective staff motivation and development, including establishment of a	Essential	Application, Interview
positive performance management culture		
Willing and able to travel between schools within the Greater Manchester	Essential	Interview
area, and to flex working hours occasionally if required		

#### **Review and Amendment**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.