

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 pre-employment 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

Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

- 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 Prosper 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 Prosper 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 <https://prosper.org.uk/about-us/vision-values>
- 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

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- 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.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
CIPD qualified (Associate member) or equivalent qualification in HR	Essential	Application
Accredited in job evaluation	Desirable	Application
Knowledge and Experience		
Substantial experience of dealing with high level HR issues and challenges including responsibility for organising recruitment, advising on HR policy, and employee relations case work	Essential	Application, Interview
Understanding of relevant policy, procedure, employment law and good practice in relation to schools, ability to assess implications and articulate risk	Essential	Application, Selection task
Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach	Essential	Application, Interview
Excellent verbal and written communication skills with the ability to relate to all sectors of the school community and external stakeholders	Essential	Application, Interview
Ability to follow procedures, pay attention to detail and produce accurate work	Essential	Application, Interview
Ability to absorb a wide range of information, identify key issues and maintain confidentiality	Essential	Application, Interview
Experience of working in HR in a school setting, demonstrates an understanding of teachers' and support staff terms and conditions and an understanding of the specific challenges within the school context	Desirable	Application, Interview
Understands the importance of candidate experience in building and promoting the employer brand	Essential	Application, Interview
Knowledge of best practice within media, communications and experienced in the use of social media for resourcing, skills to engage candidates across various social platforms	Essential	Application, Interview
Knowledge of recruiting strategies, systems and processes, and marketplace trends	Essential	Application, Interview
Behaviours and Values		
To be a committed professional, with experience to support the Trust in its next stage of development and able to articulate a clear vision for high quality HR and how this relates to high quality education	Essential	Application
To be able to produce good quality written documentation that effectively communicates key progress information to different audiences	Essential	Application, Selection Task
Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact 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	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview

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

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.