

Post title: Recruitment Coordinator

Salary and grade: £33,121 - £35,571 (NJC 19 -23)

FTE: 37 52 weeks, Permanent

Line manager/s: Recruitment Lead

Main purpose of the role:

To manage a recruitment portfolio within Nexus, delivering high-quality staffing solutions to schools across Nexus Multi Academy Trust and partner organisations. The postholder will be responsible for the end-to-end recruitment cycle, including candidate attraction, vetting, placement, and relationship management with client schools.

The role requires accountability for safeguarding compliance, delivery against agreed KPIs, and contributing to the commercial growth of the Nexus Bank model. The postholder will provide dedicated recruitment, workforce rostering and HR support to designated school sites, supporting the full employee lifecycle and the delivery of effective temporary workforce solutions.

Key duties and responsibilities

Recruitment Duties

- Manage full-cycle recruitment for education roles including sourcing, screening, interviewing, and onboarding.
- Build and maintain strong relationships with existing schools and Trust clients, ensuring staffing needs are met.
- Identify and attract high-quality candidates using various sourcing methods and systems.
- Conduct professional candidate interviews and pre-screening.
- Arrange and book candidate interviews and complete associated administration.
- Support HR compliance checks including DBS, references, and right-to-work documentation.
- Complete inductions for newly recruited bank staff.
- Maintain the staffing inbox and general recruitment mailbox, responding to queries via phone and email.
- Process timesheets, holiday pay, bank detail changes, and other staff paperwork in a timely manner.
- Develop and deliver recruitment data
- Develop meaningful relationships with bank staff, schools, and Trusts.
- Create and publish job adverts; attend recruitment fairs to grow and develop your portfolio
- Provide out-of-hours cover when needed.

- The post holder may be allocated to a school base across the Trust when needed.
- Manage temporary workforce rostering and deployment for designated school sites, ensuring staffing requirements are met and staffing resources are utilised effectively.
- Work closely with designated schools, to coordinate temporary workforce solutions and support local workforce planning.
- Provide recruitment and HR administration when required to support across the employee lifecycle for designated school-based staff, including onboarding, contractual changes, absence reporting, and maintaining accurate employee records.
- Liaise with school leaders and managers to support recruitment campaigns, workforce planning, and staffing requirements.

Portfolio Ownership & Growth

- Take full ownership of your recruitment “portfolio,” managing both candidate pipelines and client requirements.
- Drive the growth of your portfolio through proactive business development, identifying new school and Trust opportunities.
- Contribute to the expansion of Nexus Bank services into external MATs, supporting wider commercial growth.
- Deliver against agreed KPIs, including booking volumes, fill rates, candidate engagement, and client satisfaction.
- Demonstrate a high level of motivation and take ownership of your portfolio.
- Develop and manage relationships with key accounts to ensure effective personnel delivery.
- Proactively engage in business development to establish new school partnerships.

Other Duties

Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Executive Team consistent with the grade of the post

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
Experience	Significant experience working in a relevant Recruitment or Administrative role preferably in an educational setting	•	
	Full working knowledge of relevant policies/ legislation	•	
	Knowledge of Microsoft office including Word & Excel	•	
	Experience of organising staffing rotas		•
	Experience attending recruitment fairs or events		•
	In depth knowledge of school recruitment, personnel and administrative systems	•	
	Use of systems for recruitment procedures	•	
	Experience of working to time-based deadlines	•	
Thinking Ability	Ability to manage the full recruitment lifecycle independently	•	
	Ability to analyse trends and management information	•	
	Proven ability to liaise with external agencies and businesses	•	
	Ability to persuade, motivate, negotiate and influence	•	
	To be able to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills with a high level of accuracy and attention to detail	•	
	Prioritise, plan and organise with an ability to manage a variety of competing priorities and meet deadlines	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Operate calmly and effectively Show initiative and self-motivation	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the trust to future employees	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	The ability and willingness to work in partnership with other members of the team	•	

		Essential	Desirable
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
General	The flexibility to meet the full range of job requirements	•	
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	