



Exmouth
Community
College
Academy Trust

Job Pack

Recruitment Coordinator & Business Support

Permanent

NJC Grade D (SCP 7 to 12)

Closing Date: 4th December at 10.00am

Interview Date: W/C 16th December 2024

Job Description

| | |
|----------------------------|---|
| Title: | Recruitment Coordinator & Business Support |
| Contract Type: | Permanent |
| Start Date: | ASAP |
| Grade: | NJC Grade D (SCP 7 to 12) |
| Salary: | £23,594 – actual starting salary per annum Annual progression to top of the Grade D (£25,556 actual salary per annum) |
| Hours: | 37 hours per week x 42 weeks of the year (term time, 5 non-pupil + 15 holiday days) Please see the below for further information |
| Reporting to: | Team Leader (People) |
| Responsibility for: | No line management responsibilities |

Purpose of the Job

Exmouth Community College's mission is to provide a well-structured, enjoyable and positive approach to learning that rewards student success and allows for individual aptitudes to flourish. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. The contribution of the Human Resources (HR) Team to the delivery of that mission cannot be underestimated. We are instrumental in creating the conditions and opportunities to allow staff and the College to deliver consistently great teaching and learning to our students.

We have approximately 285 members of contracted staff and a range of casual staff and volunteers, consequently creating a busy and varied HR workload; providing an excellent opportunity to gain knowledge of all aspects of the HR function within a large educational organisation. We are currently looking to appoint an exceptional Administrator to assist the HR Department in offering an outstanding, timely and innovative HR advisory, guidance and support service to the College. Your main responsibility will be coordinating all aspects of the recruitment process, new staff and leavers information. If you like organising events and communicating with lots of different staff, then this is the role for you.

All staff within the HR Team are expected to operate in a unified and flexible manner to ensure delivery of the full range of tasks in an efficient and effective way. You will require excellent administration and organisational skills. Strong communication and team working skills are also key in the successful execution of this role. As we transition into a Multi Academy Trust other business support duties may be required.

The standard working pattern for non-student facing support staff is Monday to Thursday 8am – 4pm and Friday 8am – 3.30pm (including a daily 30 minute unpaid break).

If you think you could make a positive contribution to our successful team, then we would be very interested to hear from you.

Key Responsibilities

Contributing to the delivery of an outstanding and cost effective HR advisory, guidance and support service:

Recruitment

- Maintaining the recruitment inbox and vacancies section of College website
- Drafting accurate job packs where necessary and amending existing job packs to fit the role
- Advertising posts in a timely manner and creating advertising campaigns appropriate to the role
- Ensuring the image and reputation of the College is maintained in all recruitment materials
- Liaising with relevant staff to arrange the interview process; including the date for the interview, interview schedule and making any necessary bookings e.g. lunches/rooms
- Drafting interview questions where necessary
- Ensuring one member of the interview panel has undertaken Safer Recruitment Training
- Checking all applications as they arrive, confirming receipt of the same and compiling an application log sheet and short-listing form relevant to the role
- Requesting references
- Timely preparation of the interview documents
- Advising candidates of the outcome of interview and providing feedback where appropriate
- Retaining recruitment paperwork in line with legislative requirements

New Staff & Contract Changes

- Passing relevant information and documentation to external provider and ensuring that all pre-employment and safeguarding checks are undertaken, and an offer letter/contract change letter and statement of particulars are issued and returned in an accurate, efficient and timely manner
- Inputting relevant employee information into SIMs
- Assisting with the organisation of the induction process for all staff
- Monitoring the probation process for support staff

Leavers

- Liaising with leavers
- Inputting leaving information into SIMs and internal staff communications

General

- Other business support functions as directed and required
- Provide an excellent customer service to both internal and external 'customers' when using any communication media including telephone, email and face to face
- Taking detailed notes/minutes during informal and formal meetings
- Notify staff of starters and leavers
- Providing up to date information to SLT, Head of Department, Team Leaders and others as and when required
- Deputising for colleagues as necessary
- Other duties commensurate with the grading of the post, as may be required

Working Conditions

Normal office environment

Physical Demands

Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

| Attributes | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience | ✓ | |
| Human Resources qualification | | ✓ |
| Evidence of relevant Continuing Professional Development | | ✓ |
| Experience | | |
| Significant experience of working effectively within an administrative setting | ✓ | |
| Working effectively within a HR setting and/or undertaking recruitment | | ✓ |
| A broad-based knowledge and understanding of HR issues and employment law | | ✓ |
| Skills and Knowledge | | |
| Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure | ✓ | |
| Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach | ✓ | |
| Ability to work actively, productively and flexibly as part of a team | ✓ | |
| Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner | ✓ | |
| Good research and resourcing skills | ✓ | |
| Confident user of ICT, including Microsoft Office packages | ✓ | |
| Good numeracy/literacy skills | ✓ | |
| Awareness of data protection and confidentiality | ✓ | |
| Use of SIMs (training will be provided) | | ✓ |
| Personal Qualities | | |
| Ability to relate well to children, young people and adults | ✓ | |
| Proactively generates positive working relationships | ✓ | |
| Adaptable, flexible and creative | ✓ | |
| Enthusiastic and motivated | ✓ | |
| Problem solver, analytical and strategic thinker | ✓ | |
| Discreet, confidential and professional manner | ✓ | |

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

We are currently going through an exciting period of change as we are currently in consultation to join the Ted Wragg Trust. Joining the Trust will allow us to share best practice with other Trust schools, improve staff development opportunities and most importantly, improve the outcomes for our children. If you are successful in this post, you should be aware that your employment will automatically transfer to the Ted Wragg Trust via a TUPE process and further details on this will be shared throughout the recruitment process or as requested.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: DBS filtering guide - GOV.UK (www.gov.uk)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Applicant Sensitive Information form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.