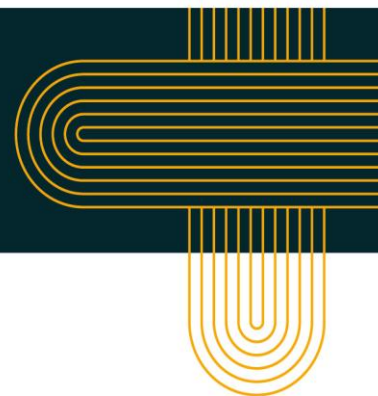




JOB DESCRIPTION

Title: Recruitment Officer
Grade: C1 SCP 12-17
Reporting to: Director of LTSH

Job Purpose:

To coordinate and deliver a high-quality recruitment and selection process for those applying for Initial Teacher Training programmes at GORSE SCITT, ensuring a positive and professional candidate experience from initial enquiry through to enrolment. The postholder will play a key role in attracting high-quality applicants, maintaining effective relationships with partner organisations, and ensuring all recruitment and onboarding activities are completed in line with statutory requirements and Initial Teacher Education regulations. They will also support the administration of trainee records, funding processes and programme operations, contributing to the successful delivery and continued growth of GORSE SCITT and Leeds Teaching School Hub programmes.

Responsibilities:

Recruitment and Selection

- Lead on all recruitment, arranging and completing interviews, acting as first point of contact, ensuring Safer Recruitment processes and compliance checks (such as DBS, qualifications, overseas checks etc.) are undertaken appropriately and thoroughly.
- Take full responsibility for interview days ensuring a positive, professional and rigorous process is in place.
- Build positive relationships with schools, universities, careers services and other recruitment partners.
- Attending careers fairs, recruitment events, university events and school visits, if required.
- Supporting with the development and delivery of recruitment campaigns to attract high-quality teacher training applicants.
- The focus of this role will be recruitment to GORSE SCITT ITT programmes, however, Leeds Teaching School Hub/GORSE SCITT recruit to a wide variety programme, when appropriate, the successful candidates will also support with the recruitment and the onboarding.

Applicant Enquiries and Stakeholder Engagement

- Provide an initial point of contact for GORSE SCITT for all external enquiries; responding to enquiries and providing prospective applicants with accurate, engaging information about our programmes in a timely manner.
- Inform successful recruits of the funding arrangements around ITE and provide suitable guidance to enable them to make personally appropriate choices and for GORSE SCITT to efficiently access the associated funding.
- To provide the incoming cohort with key information with regards to the ITT programme.

Data, Systems and Compliance

- Maintain and regularly publish recruitment and selection data.
- Update and maintain DfE profiles for the GORSE SCITT programme.
- Support the GORSE SCITT Systems Manager to ensure compliance within the Initial Teacher Education (ITE) onboarding processes working diligently to ensure that the correct documentation is in place and that the correct checks have been carried out.

Funding and Trainee Administration

- Monitor and liaise with funding organisations, i.e. SLC, DfE and Scholarships.
- Maintain accurate records of all trainees to ensure correct bursaries are downloaded and distributed.

Administrative Support

- Provide administration services for key LTSH/GORSE SCITT meetings, as required.
- Undertake other duties requested by the principal that are commensurate with the grade and nature of the post.
- The focus of this role will be recruitment to GORSE SCITT ITT programmes, however, Leeds Teaching School Hub/GORSE SCITT recruit to a wide variety of programmes, when appropriate, the successful candidates will also support with the recruitment and the onboarding.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
• Level 3 qualification in Business Administration (or willing to work towards)	E
Knowledge and Skills	E/D
• Excellent communication and interpersonal skills	E
• Good numeracy, literacy and ICT skills	E
• Ability to work on own initiative and prioritise workload effectively	E
• Strong organisational skills and attention to detail	E
• Good time management skills, including the ability to work to deadlines	E
• Proficient in Microsoft Office applications, particularly Word and Excel	E
• Ability to maintain accurate records and handle confidential information appropriately	E
• Knowledge of recruitment and selection processes	D
• Knowledge of Safer Recruitment requirements and pre-employment checks	D
• Basic knowledge and understanding of the secondary and/or primary school system	D

• Knowledge of Initial Teacher Education (ITE) or teacher training programmes	D
Experience	E/D
• Experience of working in an administrative or office environment	E
• Experience of managing multiple tasks and competing priorities	E
• Experience of providing effective customer service or responding to enquiries	E
• Experience of recruitment and selection activities	D
• Experience of maintaining databases and producing reports	D
• Experience of working within an educational environment	D
• Experience of teacher training processes	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E
• Willingness and ability to attend recruitment events, careers fairs and partner organisations where required	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.