

Job Description

Job Title: Recruitment Officer

Location: Inspiration Trust Central Services

Job title	Recruitment Officer
Salary Scale	Scale E
Hours of Work	37 hours per week
Weeks Worked	52 weeks – full year
Responsible to	HRIS Manager
Location	Inspiration Trust Central Services (Hewett Academy)

Main purpose of the role

- The job holder, supported by a Recruitment Administrator, will oversee the entire recruitment process managing both internal and external stakeholders from development of job descriptions with hiring managers, writing and placing adverts, supporting and advising panels with shortlisting, interviewing and managing offers.
- Manage the starter & onboarding process, including compliance requirements.
- To ensure that managers with recruitment responsibilities are adequately trained in the Trust’s processes, follow best practice and understand the legal requirement around recruitment and selection.
- To work as part of the Trust HR and Payroll Team, leading on specific areas of responsibilities as directed by the Line Manager.
- The Recruitment Officer will work closely with the HR Administrators and HR Advisors to provide an efficient recruitment service to the Trust. The role would suit a motivated administrator with a high degree of attention to detail and/or a keen interest in working in Recruitment or Human Resources.
- To provide excellent administrative and clerical support in regard to all areas of staff recruitment.
- To provide flexibility to enable the department to cope with peak workloads and staff absence.
- To support innovation and project work to drive forward the performance of the recruitment function.

Organisational relationships

- Responsible to the HRIS Manager
- Direct liaison with a range of stakeholders including Inspiration Trust staff and governors.

Principal accountabilities and responsibilities

Administration	<ul style="list-style-type: none"> • Supporting all elements of the recruitment process from onboarding to issuing contracts. • Ensure compliance with Safer Recruitment Guidelines (e.g. referencing and employment analysis) and flagging risks and compiling risk assessments where not satisfactory. • Supporting other elements of the recruitment process including updating the Trust website with internal and external vacancies and loading vacancies on other relevant advertising platforms.
-----------------------	---

	<ul style="list-style-type: none"> • To undertake a range of administrative duties using systems relevant to the recruitment process. • Work with hiring managers to ensure a smooth, timely and cost-effective recruitment and selection process. • Maintain up to date knowledge on best practice recruitment and selection techniques with specific attention to ED&I. • Maintaining trackers regarding advertised posts and onboarding process to enable providing recruitment updates. • Monitor recruitment advertising campaigns, working closely with the HR Advisors to define, evaluate and recommend the use of attraction methods to recruit suitable candidates. • Legal compliance in terms of employment obligations e.g. preparing offer letters etc • Vetting procedures including right to work and oversea worker checks, DBS, qualifications, Section 128, Childcare Disqualifications etc. • Ensuring Equality and Diversity are embedded in all HR functions. • Researching and appropriate use of recruitment channels such as agencies, job boards, social media etc. considering the recruitment budget. • Support HR Advisors in maintaining HR records including the Single Central Record (SCR), an OFSTED requirement to record all staff members and iTrent (HR/Payroll System). • To offer a professional and courteous service to all stakeholders. • Supporting the implementation of new procedures and procedural updates. • To respond promptly and efficiently to all enquiries. • To undertake scanning / photocopying, electronic filing and emailing as appropriate. • Notifying unsuccessful candidates at the conclusion of each recruitment process, dealing with requests for interview feedback and providing administrative support to ensure the successful conclusion of recruitment campaigns. • Ensuring exceptional attention to detail. • To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Line Manager.
Organisation	<ul style="list-style-type: none"> • To ensure that deadlines are met. • To ensure the accuracy of all information. • Organising and prioritising own work to the successful achievement of targets and objectives.
Safeguarding	<ul style="list-style-type: none"> • To commit fully to the safeguarding agenda.
Communication	<ul style="list-style-type: none"> • To act as a role model for the department. • To act as the first point of contact for Recruitment. • Provide a customer-focused service to applicants and managers. responding promptly to queries received through the Recruitment inbox and fielding others appropriately. • To maintain own and the recruitment functional mailbox. • To maintain excellent communication with stakeholders.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills/GCSE (or equivalent) Maths and English 	<ul style="list-style-type: none"> • Will have experience in a similar role or Level 3 CIPD qualified
Experience	<ul style="list-style-type: none"> • Experience of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner. • Fully competent with Microsoft Office 365 and using IT packages relevant to the role. • Administration experience in a busy office. • Strong verbal and numerical reasoning ability. • Experience in communicating at all levels of the organisation. 	<ul style="list-style-type: none"> • Experience of a recruitment environment with multiple job disciplines. • Confident with issuing offer letters and terms and conditions of employment. • Experience of working in an education setting. • Experience of using recruitment tracking system/s. • Experience of Adobe
Skills, Knowledge	<ul style="list-style-type: none"> • Excellent attention to detail. • Ability to work on own initiative. • Effective decision-making skills. • Able to build good working relationships with stakeholders. • Ability to work constructively and flexibly as part of a team. • Ability to work well under pressure. • Ability of demonstrate a professional, confident and 'can do' attitude. • Can meet deadlines by effective planning and time management. • Calm and courteous approach. • Good communication skills, both written and spoken. 	<ul style="list-style-type: none"> • Good understanding of HR legislation to ensure the Trust meets legislative requirements. • Knowledge and behaviours that support diversity, equality and inclusive practice. • Driven to continually improve recruitment and selection delivery.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signature

Date

Name