

Job Description	
Post:	Recruitment Officer
Pay Scale:	Grade 6 SCP 19-24
Responsible to:	Recruitment Manager
Main Location:	Head Office
Main Duties	
<ul style="list-style-type: none"> • Provide technical advice and guidance to Recruiting Managers/Headteachers using Trust recruitment processes and online recruitment system (iTrent). • Build and maintain effective working relationships with Recruiting Managers/Headteachers, key stakeholders and other colleagues to deliver a customer focused service. • Coordinate, update and review weekly requisitions, ensuring accuracy and relevance, before final review by the Senior Leadership Team • Update Recruiting Managers/Headteachers on the outcome of requisition requests • Advertise all approved posts on iTrent and other approved job boards/media. • Manage the progression of recruitment activity highlighting any delays/issues • Ensure accurate offer letters and employment contracts are issued in a timely manner to new recruits. • Ensure all pre-appointment checks/onboarding is completed, with a focus on ensuring safer recruitment checks are in place • Support the Recruitment Manager in the ongoing development of the Trust's recruitment strategy, incorporating best practice and innovative methods of attracting candidates, brand development training and continuous improvement • Seek at all times to be effective and efficient and enhance the quality of both the recruitment service and HR in general • Support the Recruitment Manager with establishment control and vacancy management in iTrent, i.e. setting up posts, positions, completing contract variations, structure transfers, standardising job titles, organisation structure maintenance etc. • Contribute to reports on key recruitment trends and business insights. • Support the iTrent System Manager with onboarding new schools, the collection of statutory data and completing data quality checks as required for the School Workforce Census. • Contribute to the creation of web recruitment user guides and training material to be used across the Trust. • Where required, provide recruitment advice and support to applicants, on-boarders, new staff and new schools joining the Trust. • Undertake any other recruitment or system related tasks as requested. 	
Professional standards and development	
<ul style="list-style-type: none"> • Take responsibility for and participating in continuing professional development. • Be a role model to students through appropriate personal presentation and professional conduct. 	

- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether

you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.



Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
CIPD Level 3	Essential	A/C
CIPD Level 5, or willingness to achieve within an agreed timescale	Desirable	A/C
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	Essential	A/C
Knowledge & Experience		
Experience of working within a busy HR environment, with a focus on recruitment	Essential	A/I
Experience of supporting recruiting managers through the full recruitment cycle	Essential	A/I
Experience of using an HRIS for recruitment activity	Essential	A/I
Experience of using MHR iTrent	Desirable	A/I
Knowledge of HR best practice, employment law, current thinking and developments within recruitment and selection policy and practice	Essential	A/I
Experience of producing accurate offers of employment letters, contracts of employment and other relevant correspondence	Essential	A/I
Technical Skills & Ability		
Ability to use HRIS for recruitment	Essential	A/I
Ability to use MHR iTrent	Desirable	A/I
Excellent ICT skills, including Microsoft Word, Excel and Outlook	Essential	A/I
Excellent oral and written communication skills	Essential	A/I
Excellent attention to detail and ability to check data for anomalies.	Essential	A/I
Able to work with a high level of personal integrity and respect for confidentiality	Essential	A/I

Ability to question requisitions and liaise with Recruiting Managers/Headteachers to understand rationale	Essential	A/I
Ability to use own initiative and be proactive in problem solving issues as they arise.	Essential	A/I
Special working conditions		
Willingness and ability to work at different sites, as required in the absence of the Recruitment Manager	Essential	A/I
Full driving licence and access to own car with business insurance	Desirable	A/I
Personal characteristics		
Able to prioritise workload to meet deadlines	Essential	A/I/R
Able to work effectively on own initiative and collaboratively	Essential	A/I/R
Excellent organisational skills and managing conflicting demands	Essential	A/I/R
Good people skills with the ability to build strong working relationships with all stakeholders, including those at senior levels within schools and at the Trust Head Office	Essential	A/I/R