

GLF Schools Job Description

Job Title	Recruitment Partner	Job Reference	RP-reg-25
Location	Epsom / Earlsfield	Travel required	Yes (own car required)
Core purpose			
<p>To act as a Regional Recruitment Partner to a designated region taking accountability for recruitment and resourcing for all schools within that area.</p> <p>To ensure that Safer Recruitment practises are delivered across all schools within your area.</p> <p>The promote the GLF Employer brand in all aspects of recruitment and resourcing.</p>			
Key Accountabilities			
Recruitment and Resourcing			
<ul style="list-style-type: none"> ● Take accountability for the full recruitment process across the schools in your designated area, including; <ul style="list-style-type: none"> ● vacancy request sign offs, ● drafting adverts, ● promoting adverts, ● candidate screening, ● support for interview days where needed (Senior Leadership roles) ● hiring outcome processes, ● Contract completion, ● GLF Schools Induction ● Plan, organise and attend a calendar of recruitment events to support recruitment needs within the designated area, working with the other Recruitment Partners. ● Work with Headteachers/Hiring Managers and to establish proactive resourcing requirements and respond accordingly, looking at new approaches to reach new potential applicants ● Develop and maintain strong relationships with external organisations, agencies and universities to ensure an ongoing pipeline of candidates ● Work, liaise and communicate with the Teaching School Hub to support the placement of ECT's and ITT's ● Maintain accurate and up-to-date candidate information in the applicant tracking system (ATS) and ensure compliance with data protection regulations. ● Carry out audits of new employees' files to ensure all associated recruitment documentation is up to date and present ● Actively seek out and build a 'talent pool' and database for potential candidates that should be contacted when appropriate roles are advertised 			

<ul style="list-style-type: none"> ● Support the provision of accurate key recruitment data and metrics, including time to fill, diversity data and application traffic. ● Support Senior Leadership teams in identifying appropriate and creative internal solutions to recruitment needs ● Ensure that all colleagues in your school are aware of any career/job opportunity across GLF Schools ● To seek feedback from new colleagues with regards to the recruitment and onboarding processes, putting in place actions to continuously drive forward the 'best' possible candidate experience
Safer Recruitment
<ul style="list-style-type: none"> ● To ensure that hiring managers and any appropriate staff members within your schools are trained and have a complete understanding of Safer Recruitment ● Collaborate with the HR Assistants and the Head of HR Operations to ensure compliance with all pre-employment checks and vetting processes with relevant partners, references, qualifications and right to work checks. ● Advise, coach and develop hiring managers on the recruitment policies, tools, processes, interviewing skills and on the most appropriate assessment tools to be used to ensure consistency in recruitment that adheres to best practice, is compliant legally and within policies ● To keep abreast of relevant recruitment and resourcing developments affecting the education sector ● To ensure any KCSIE updates are reflected in all aspects of the recruitment and resourcing processes ● Liaise with the Head of HR Business Reengineering and Compliance with regards to UKVI
The Best Possible Employer
<ul style="list-style-type: none"> ● Support, where appropriate, the GLF Teaching School Hub recruitment events ● Work with the School Support Team Recruitment Partner to ensure that social media is used to its full capacity to advertise GLF Schools as the best possible employer and support the recruitment of roles within your region ● Develop, maintain and regularly update your schools career sites ensuring they showcase and demonstrate the GLF Schools employee offering
Professional Development
<ul style="list-style-type: none"> ● To engage in continuous professional development ● To work as part of the wider HR team
Other Duties
<ul style="list-style-type: none"> ● To undertake any other duties commensurate with this post as directed by the Senior Recruitment Partner and the Head of Employee Lifecycle
Accountability
<ul style="list-style-type: none"> ● Head of Employee Lifecycle ● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.
Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.