

<b>Job Title:</b>		
<b>Recruitment Partner</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
A Chartered member of the CIPD		√
CIPD recognised HR or Recruitment qualification level 3 or above or relevant experience	√	
Evidence of commitment to continuous professional development	√	
<b>Professional and Experience</b>		
Demonstrate evidence of substantial Recruitment experience with a customer facing, multi-site environment	√	
Experience of managing recruitment campaigns	√	
Experience of using an Applicant Tracking System (ATS)	√	
Experience of using social media as part of a multimedia recruitment strategy	√	
Proven experience of supporting the development and delivery of Recruitment strategies and delivering associated action plans	√	
Experience of working as part of a wider HR team and experience of using and advising managers in relation to HR policies, procedures and processes in relation to recruitment		√
<b>Knowledge and Skills</b>		
Demonstrate up to date knowledge of recruitment best practice	√	
Knowledge of Applicant Tracking Systems (ATS) and their effective application	√	
Knowledge of education sector		√
Ability to advise managers in all aspects of recruitment	√	
Excellent interpersonal skills including the ability to form rapport and build good working relationships with others	√	
Able to plan and manage a busy workload	√	
Able to find solutions and make rational, well informed and pragmatic decisions	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
<b>Personal Attributes</b>		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	