



Post Title	Talent Acquisition Assistant
School / Organisation	Avanti Services Ltd
Location	Harrow
Grade	Grade 4, £25,823 - £28,079 per annum
Hours	Full-time
Contract Type	Permanent
	Year-round
Reports to	Talent Acquisition Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Talent Acquisition Assistant will work within other talent acquisition team to support the delivery of a smooth and timely talent acquisition process for the Trust.

Reporting into the Talent Acquisition Manager, this role will focus on providing a brilliant, accurate and timely support service to hiring managers and candidates in line with our Talent Acquisition Strategy.

This role will enable and provide Tier 0 to 1 talent acquisition administration, advice and support on talent acquisition matters, seeking positive and timely outcomes with a people focus at its heart..

The Talent Acquisition Assistant will embrace a one-team ethos across the People Services team, continually supporting team development and challenging the status quo to ensure a consistent, value-adding PS provision to leaders and colleagues.

At Avanti we take a value-based, empathetic, pragmatic and, above all, a 'human' approach to people management and this role acts as a partner to our Managers to empower colleagues to deliver outstanding services to our stakeholders.

RESPONSIBILITIES OF THE JOB

Talent Acquisition Operational Delivery

- Work collaboratively with Talent Acquisition team members and hiring managers as required to ensure delivery of the end-to-end talent acquisition process.
- Schedule candidate interviews and coordinate logistics to ensure a positive experience for candidates and hiring managers.
- Support hiring managers by providing recruitment training as needed.
- Support in head hunting activities, contacting candidates via agreed mediums as required.
- Assist with posting job adverts on extended media sites.
- Support with and manage any communication relating to candidates application status, making sure details are recorded accurately.
- Support onboarding activities and draft initial offer and onboarding documentation to ensure new hires have a smooth transition.
- Request and verify candidate references through our new Applicant Tracking System (ATS).
- Complete online checks and other interview documentation.
- Ensure constructive feedback is requested from the relevant hiring team and provided to unsuccessful candidates following interviews if requested.
- Accurately process and record all employee screening checks such as DBS and barred list clearance requests, as well as identity and right-to-work checks, prior to any employee commencing work. Where checks are outstanding bring these to the attention of the TA Manager and relevant PS colleagues as soon as possible.



- Monitor the recruitment inboxes, responding to and escalating queries as appropriate and in a timely manner

Applicant Tracking System and Talent Data

- Maintain and update the appropriate recruitment and talent databases and our new Applicant Tracking System, ensuring accurate recording of candidate data.
- Work with our new Applicant Tracking System, consistently looking for opportunities to refine, enhance, and evolve the system, ensuring customer needs are met and delivered in a smooth, intuitive way. Highlight any anomalies within the recruitment metrics or trends that you find to the Talent Acquisition Advisors.

Trust-wide PS Project Support

- Collaborate on larger People Services projects related to Talent Acquisition, sharing your insights and valuable experience, to help shape policies, procedures, and practices that ensure the best possible experience and outcomes for our people

One PS Team Contributions

- Collaborate with the Partnering team as needed, sharing insights, findings, and challenges. To ensure we stay up to date on the talent pipeline, identify issues early, and take timely action when necessary. Work collaboratively with PS Advisors, ensuring smooth handovers of contractual matters and payroll.
- Be a core part of the PS function, playing an active role in identifying ways to improve our services, knowing that your voice will be listened to and being proud to have your say in the way we do things and the direction we take as a function.
- Maintain up to date awareness of best practice in Talent Acquisition, changes in employment legislation affecting MATs and plan and share your learnings with the wider team
- Foster a one team approach within the People Services team by actively supporting team development and challenging existing practices. Ensure that the People Services function consistently adds value to leaders and colleagues
- Keep abreast of DfE and OFSTED requirements.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Good interpersonal and stakeholder management skills, with the ability to develop positive and effective working relationships with a range of colleagues, candidates and external stakeholders.	X	
2.	Experience in managing and optimising administrative systems and processes	X	
3.	Demonstrable experience working in a customer service environment	X	
4.	Ability to work to a high degree of accuracy and pay attention to detail	X	
5.	Ability to plan and manage their own time effectively and work prioritising tasks in a time-efficient manner to meet deadlines	X	
6.	Strong ICT skills, particularly Outlook, Word and Excel	X	
7.	Able to use initiative to respond to basic queries and work independently where required.	X	
8.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION



Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>