



JOB DESCRIPTION

Job Title:	Talent Manager
Pay:	TPAT Point 10
Responsible to:	Director of People and Strategy
Direct Supervisory Responsibility for:	Talent Team Officers x2
Important Functional Relationships: Internal/External:	TPAT Central Team, Headteachers, Support Staff, External recruitment organisations

Main Purpose of the Job:

- To ensure that the recruitment of all staff within the Trust takes place in accordance with agreed procedures.
- To ensure that proper administrative processes are in place to manage the staffing establishment of the Trust
- To manage the Talent team on a day-to-day basis

Main Duties and Responsibilities:

Resourcing

- To ensure effective administrative processes are in place for schools and managers to request the addition of new posts or variations to their existing staffing establishment.
- To prepare relevant paperwork and attend all meetings of the Establishment Management Group (EMG) ensuring that all decisions are recorded centrally
- Ensure that the decisions of the EMG in relation to job variations are communicated to schools, Managers and payroll.
- Ensure that the team retain a list of all new posts given approval by the EMG and ensure that no recruitment adverts are placed for new posts without this approval.
- Prepare job descriptions for new or amended job roles, in liaison with the school or Manager, and ensure that the job is properly evaluated in liaison with the HR team
- Provide advice and guidance to schools on resourcing matters and maintain centrally a record of all current job descriptions in use.

Staff Recruitment

- To ensure that all recruitment activity of the Trust adheres to best practice and the Trust policies on recruitment, equality diversity and inclusion, and safeguarding.
- To ensure that the administrative processes are in place for all parts of the recruitment and selection process, including capturing vacancy information from schools and Managers and for receiving the selection decision arising from the interviewing process.
- To produce accurate and engaging job adverts for all vacancies and lead on job advertising campaigns when needed to ensure the highest calibre of applicants
- To ensure that job adverts are placed in a timely way in relevant publications and media. To be able to advise schools and Managers on advertising options available and costs.

- To ensure that appropriate and professional job information is produced in accordance with the agreed standard for all vacancies for accessing by potential applicants. This should ensure that there is pertinent school information included for each role.
- To respond to queries about advertised roles as required, and to liaise with schools as needed during the recruitment stage.
- To receive completed applications in a timely way, ensuring adherence to all advertised deadlines. To compile shortlisting information packs in accordance with the agreed standard to pass to the relevant school or manager.

Selection

- Liaise with schools following the shortlisting process, to ensure that references are requested and appropriate information is sent out to the shortlisted candidates.
- Produce offer letters in accordance with the agreed standard and ensure that all relevant employment checks are undertaken.
- Liaise with payroll as required to ensure that appropriate documentation is provided to them for all appointments made.

Administration

- Organise regular safer recruitment training for the Trust and retain a list of all trained staff.
- Undertake general administrative tasks as required by the HR and Payroll team from time to time
- To participate in Professional Growth Discussions for members of the Talent team as required
- To assist schools and Managers with the administration associated with the appointment of staff as necessary

General / Other

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of the Trust's organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the growing great people process or as appropriate.

The Trust is committed to safeguarding and promoting the welfare of children, and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of yourself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by General Data Protection Regulations (GDPR). Confidentiality must be maintained at all times.
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- Maintain the highest level of professional standards and to be aware of and adhere to all School and Trust policies and procedures including and in particular those for safeguarding the welfare of pupils.
- To undertake mandatory training as required by the School / Trust.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

PERSON SPECIFICATION – Talent Manager

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>English and Maths GCSE or equivalent</p> <p>Level 3 Business Administration or equivalent</p>	<p>CIPD qualification or equivalent</p> <p>First Line Management Qualification</p>	<p>Application</p> <p>Certificates</p>
Skills and Experience	<p>Recent experience of working in an office environment</p> <p>Experience of staff recruitment advertising processes</p> <p>Experience of composing detailed original written content</p> <p>Excellent spoken & written communication skills</p> <p>Excellent customer service skills</p> <p>Methodical & well-organised</p> <p>Able to prioritise work</p> <p>Able to meet deadlines, plan & manage own time effectively</p> <p>Able to work accurately, be thorough & pay attention to detail</p> <p>Managing & dealing with confidential data / issues appropriately</p>	<p>Experience of working within a school or education environment</p> <p>Experience of managing staff</p> <p>Experience of running a recruitment team</p> <p>Ability to write reports</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p> <p>References</p>
Specialist Knowledge and Skills	<p>Understanding of equality legislation in terms of recruitment and selection processes</p> <p>Strong interpersonal skills</p> <p>Excellent ICT skills, including the use of Microsoft office applications and social media</p> <p>Ability to collate data & information and present findings</p> <p>Note / Minute taking skills</p>	<p>Understanding of HR administrative processes</p> <p>Familiarity with recruitment advertising mediums</p> <p>Knowledge & understanding of school staffing structures</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Behaviours and Values	<p>Team worker</p> <p>Confidential</p> <p>Friendly disposition</p> <p>Approachable & confident demeanour</p> <p>Ability to remain calm under pressure</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p> <p>References</p>

	Enthusiastic, hardworking & committed A positive attitude Trust & integrity Flexible & open to change		
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