



Job Description

JOB TITLE	Talent Pool and Recruitment Support Assistant
JOB FAMILY	Thinking Personnel
PHASE	Thinking Solutions for Education
REPORTING TO	Recruitment Manager

Job Purpose

To support the development and maintenance of talent pools across the Trust, helping to keep prospective candidates engaged and connected to future opportunities.

The role will support candidate communication, social media recruitment activity, vacancy promotion and recruitment administration. Working closely with the Recruitment Manager and recruitment team, the post-holder will help ensure candidates receive timely, professional communication and that recruitment data is kept accurate and up to date.

This is a part-time role with flexible working hours, suitable for someone with strong communication skills, good organisation and an interest in recruitment, social media and candidate engagement.

Duties and Responsibilities

Talent Pool Support

- Help maintain the Trust's talent pools, ensuring candidate records are accurate and up to date.
- Support the segmentation of talent pools by role type, location, availability or interest area.
- Contact prospective candidates by email, phone or message within agreed guidance and protocols
- Help keep candidates warm by sharing relevant opportunities and updates.
- Record candidate responses, interests and availability within the relevant systems.
- Support basic reporting on talent pool activity, including growth, engagement and conversion.

Candidate Engagement

- Act as a friendly and professional point of contact for prospective candidates.
- Respond to routine candidate queries or direct them to the appropriate member of the team.



- Maintain regular communication with candidates using agreed communication plans.
- Support a positive candidate experience by ensuring communication is timely and clear.
- Gather informal feedback from candidates where appropriate to help improve the recruitment process.

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Recruitment and Vacancy Support

- Support the advertising of vacancies across agreed platforms.
- Help ensure vacancies are presented clearly and consistently in line with the Trust's employer brand.
- Assist with basic recruitment administration where required, including updating records and supporting communication with candidates.
- Support the Recruitment Manager and hiring managers with routine recruitment tasks.
- Help identify candidates in the talent pool who may be interested in current vacancies.

Social Media and Campaign Support

- Support the use of tools such as Adway to promote vacancies through social media.
- Assist with the scheduling and monitoring of social media recruitment campaigns.
- Work with the Recruitment Manager and Creative team to help prepare recruitment content.
- Track basic campaign information such as engagement, candidate interest and applications generated.
- Suggest simple ideas for improving candidate reach and engagement.

Systems and Data

- Maintain accurate candidate records within the ATS, including Eploy.
- Update spreadsheets, trackers or dashboards as required.
- Support the collection of recruitment data linked to talent pools and candidate engagement.
- Help prepare simple reports for the Recruitment Manager.
- Ensure candidate information is handled accurately and confidentially.

Compliance and Safer Recruitment

- Develop an understanding of safer recruitment expectations within the Trust.
- Ensure candidate communication and record keeping follow Trust policies and agreed processes.
- Escalate any safeguarding, compliance or data concerns to the Recruitment Manager.



- Support recruitment activity in a way that reflects statutory requirements and Trust procedures.
- Support pre-employment checks on new starters ensuring they are compliant with national KCSiE standards

Customer Service

- Provide a responsive and professional service to candidates, schools and colleagues.
- Build positive working relationships with colleagues across the Trust.
- Contribute to a proactive and helpful recruitment function.
- Support the team with other reasonable recruitment-related tasks within the scope of the role.

Success Criteria

- Accurate and well-maintained talent pool records.
- Timely communication with prospective candidates.
- Improved candidate engagement with Trust vacancies.
- Effective support for recruitment campaigns.
- Better visibility of candidate interest and availability.
- Positive feedback from candidates and colleagues.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at one site. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.



- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Talent Pool and Recruitment Support Assistant

Name:

Signed:

Date: