



JOB DESCRIPTION

Job Title:	Talent Team Officer
Pay:	TPAT Point 8
Responsible to:	Talent Manager
Direct Supervisory Responsibility for:	Nil
Important Functional Relationships: Internal/External:	<u>Internal:</u> CEO, SLT, Trustees, Central team staff, Headteachers, School Staff, Local Governing Board members <u>External:</u> Contractors, visitors

Main Purpose of the Job:

- To ensure that the recruitment of all staff within the Trust takes place in accordance with agreed procedures.
- To undertake administrative processes to assist with the management of the staffing establishment of the Trust and HR processes

Main Duties and Responsibilities:

Resourcing

- To prepare relevant paperwork for all job vacancies
- To prepare paperwork for meetings of the Establishment Management Group (EMG)
- Prepare job descriptions for new or amended job roles in accordance with the Trust standard.

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 prepare all information packs for vacancies in liaison with schools, including the advert text and recruitment information.
- To ensure job adverts are placed in a timely way, in liaison with the relevant school or Manager. To be able to advise schools and Managers on advertising options available and costs.
- To produce accurate and engaging job adverts for all vacancies to ensure the highest calibre of applicants
- 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.
- To ensure that all employment checks are undertaken for all new appointments, and to record this information on the Single Central Record.
- 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 respond to surveys, and produce news items on the intranet as required.

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 Team Officer

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	English and Maths GCSE or equivalent Level 2 Business Administration or equivalent	Level 3 Business Administration or equivalent	Application Certificates
Skills and Experience	Recent experience of working in an office environment Experience of composing original written content Excellent customer service skills Methodical & well-organised Able to prioritise work Able to meet deadlines, plan & manage own time effectively	Experience of working in an education environment. Experience of recruitment advertising processes	Application Interview Assessment References
Specialist Knowledge and Skills	Excellent interpersonal skills High levels of accuracy and attention to detail Strong ICT skills, with familiarity of Microsoft applications and social media	Knowledge of HR administrative processes	Application Interview Assessment
Behaviours and Values	Team worker Confidential Friendly disposition Ability to remain calm under pressure Flexible & open to change		Application Interview Assessment References