

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Recruitment Coordinator
Reporting to:	HR Manager with a dotted line to the Director of People
Main purpose of the role	
<p>The Internal Recruitment Coordinator is an integral role within the HR team. Your role will be to lead the Trust's recruitment and selection process, to ensure attraction and retention of the highest quality colleagues. You will be responsible for ensuring compliance with employment legislation and Trust policies and helping the Trust secure talent in a timely, efficient & cost-effective manner while promoting diverse & inclusive hiring practices.</p> <p>The Recruitment Coordinator will have responsibility for the entire hiring process, embodying company values throughout and supporting inclusive hiring practices. You will help review, implement, and improve the company's recruitment processes and manage the sponsorship program for overseas workers.</p>	
Main Duties and Responsibilities	
<p>Overview:</p> <p>Provide an efficient, effective and customer focussed recruitment service which supports all aspects of an employee's appointment and induction into the school.</p> <p>Recruitment and Staffing:</p> <ol style="list-style-type: none"> To lead recruitment campaigns for approved roles e.g. ensuring internal forms are completed, liaising with managers, placing adverts, setting up interviews and interview schedules, copying application forms, and sending regret letters/emails. <p>Compliance and Safeguarding:</p> <ol style="list-style-type: none"> To be familiar with and comply with the Safer Recruitment policy. To work with the HR team and ensure that the SCR (Single Central Register) is kept up to date and that there are no gaps in information. Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults. manage the sponsorship program for overseas workers. To ensure that all essential checks are completed for new members of staff (e.g. Disclosure and Barring Service, health questionnaires, references, proof of eligibility to work in the UK) are carried out for new members of staff. 	

Candidate Attraction:

1. Provide a highly professional and positive candidate experience to all applicants, regardless of personal characteristics
2. Research, devise and continuously monitor and review appropriate recruitment strategies and methods, ensuring that vacancies are filled cost effectively with high quality candidates.
3. Ensure that candidates are drawn from all sectors of society regardless of gender, ethnic origin, disability, sexuality or age
4. Remain up to date on hiring trends, implement creative hiring strategies and run new initiatives to build a pipeline of top quality recruits.
5. Focus on digital campaigns and talent attraction initiatives to identify, engage, educate and evaluate candidates from all geographies.
6. Manage the internal job applications process including maintaining the recruitment staff hub and driving internal awareness of opportunities for development and advancement.
7. Assist in the designing of and implementing of an employee referral program
8. Participate in job fairs to boost Trust's employer reputation
9. Manage Employee Open Days, working collaboratively with the marketing, leadership and catering teams to ensure events are successfully run and effective.

Process Management:

1. Screen resumes and applications and update candidates on hiring processes
2. Interview candidates during various hiring stages, including phone, first-round and second-round interviews
3. Design effective screening methods and high quality interview packs for hiring managers
4. Help hiring managers evaluate candidates based on their interview and assignment performance
5. Assist Hiring Managers with Determining qualification criterias for each position
6. Update job descriptions to ensure accuracy in hiring
7. Provide interview feedback, when necessary and appropriate
8. Develop a deep understanding of the Trust's core values and key competencies necessary to roles.
9. Assess interview processes on an ongoing basis to ensure we are hiring the best possible talent.
10. Train new interviewers on evaluating talent.
11. Candidate conversion: focus on candidate experience to convert top talent to hires
12. Own the candidate management and administrative processes in partnership with the HR Team, such as: screening applications and assessments, scheduling interviews, communicating with candidates, generating offer letters and preparing candidates for onboarding.

External Relationships

1. Establish and manage relationships with external recruiters.
2. Ensure suppliers are working effectively, with cost effective supplier agreements defined.

Stakeholder management

- Act as a trusted partner to hiring managers and leadership team members to identify hiring needs and key candidate profiles.
- partner with the leadership team, hiring managers and other stakeholders to continuously refine our employee value proposition and position in the marketplace.
- Collaborate with hiring managers to write job ads for current openings
- To ensure recruiting managers receive regular progress updates on the status of their recruitment campaigns, including the status of employment checks and anticipated start dates.
- To ensure line managers are engaged and complete the induction process for new members of staff; to support as necessary. To “check in” regularly with new staff and to support as needed.

Employee Onboarding:

1. To manage the induction process for all new starters and work closely with line managers to ensure they understand induction responsibilities and requirements for new starters.
2. To help deliver employee inductions on a termly basis for both support and teaching staff.

Assessment Design and Delivery:

1. Design and deliver rigorous assessment tools
2. Ensure that the current assessment methods are fit for purpose and design and develop new assessment programmes that best identify top talent

System Usage:

1. To work with the People team on setting up, developing, customising and rolling out a new integrated HR, Recruitment and Payroll database.
2. To maintain up to date knowledge of the system and processes as necessary.
3. Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required

Health and Safety:

1. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
2. Understand and be committed to the Trust's Health and Safety Policy statement and policies.

Equality, Inclusion and Diversity:

1. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
2. Be familiar with and promote the Equality and Diversity Policy.

This job description and person specification is provided as a guide to the main duties and responsibilities of the post as it is presently constituted. As appropriate, it will be reviewed regularly with the post-holder. The

post-holder is required to work flexibly and, after consultation, to undertake such other duties as may be reasonably required, commensurate with the level of the post.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Education to degree level or equivalent	D	A
Knowledge and Skills		
A sound understanding of good recruitment practice	E	A / E
Excellent interpersonal and communication skills	E	I / E
Ability to build relationships with & influence stakeholders	E	I / E
Excellent verbal and written communication skills	E	I/E
Sound knowledge of relevant HR legislation and hiring processes	E	I/E
Experience		
Proven work experience as an Internal Recruiter, Recruiter or similar role	E	A/1
Experience using various interview formats	E	A/I
Experience of working effectively with key stakeholders	E	A/1
Experience of developing strong, trusting relationships with employees	E	A/1
Personal competencies and qualities		
The ability to work independently and effectively within a team, be flexible and	E	A / I

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collaborative		
Highly organised and able to work with thoroughness	E	A / I
To be well disciplined and set high standards for recruitment across the Trust	E	A / I
A "can do" outcome focussed attitude and approach	E	A / I
A creative and analytical thinking style, applying proactive tenacity in the face of obstacles	E	A/1
Ability to multi-task effectively	E	I

Written by: Emma Maynard - March 2022

Additional Information:

- Salary: £30-35,000 dependent on experience
- 40 hours per week, all year round
- Full time annual leave entitlement is 30 days plus 8 days bank holiday
- All offers of employment are subject to satisfactory references and an Enhanced DBS check