

JOB DESCRIPTION

POST TITLE: Recruitment Manager	Salary: Grade 4 (23-31)
RESPONSIBLE TO: HR Director	Hours: 37 hours term time plus 2 weeks
Responsible for: Administrative Assistant (future role)	

Key liaisons:

- Headteachers
- Central Team
- HR Advisers
- HR Operations Team
- External Advertisers

Location:

The role is part of the ATLP Central Services team, flexible and mobile working is encouraged.

Job Purpose:

As the recruitment/resourcing manager your key responsibility is to support schools and central teams to hire the best candidates that fit ATLP's vision and values. This will include reviewing and updating current recruitment procedures and designing new procedures with a particular focus on raising the social media recruitment profile of the Trust and the recruitment strategy for shortage subject areas. You will ensure Trust policies, processes and procedures are followed at all times and the Trust is fully compliant with legislative requirements.

KEY RESPONSIBILITIES

- Manage recruitment for the Trust, to include school and central team recruitment.
- Research recruitment software and create a business case for the best option for the Trust needs.
- Research and choose job advertising options which work best for your organisation.
- Work in partnership with the HR Director to update the existing recruitment strategy to ensure it is fit for purpose for the current recruitment issues facing schools.
- Implement monitoring systems to ensure cost targets are met and savings made through economies of scale.
- Review and streamline recruitment processes focusing on enhancing the current centralised processes.
- Work in partnership with the HR Director to create a social media recruitment strategy for the Trust.

- Act as a point of contact for all recruitment queries.
- Recommend ways to improve the Arthur Terry Learning Partnership brand supporting the Trust to become the employer of choice.
- Support the HR team with the Equality, Diversity, and Inclusion strategy with a view to recruiting a more diverse staff body particularly at senior and executive level.
- Launch career events and job fairs for hard to fill teaching and support staff roles.
- Create a recruitment toolkit for hiring managers, and lead training on this to ensure recruitment processes are robust.
- Analyse workforce data to inform future recruitment needs.
- Ensure the Trust is always legal and compliant, particularly in relation to the recruitment and selection process in schools and central teams.
- Liaise with external recruiters to place adverts, ensuring all adverts reach the best targeted audiences.
- Review and update the current bank of job descriptions ensuring they are simplistic in language, user friendly and promote the Trust vision 'children are at the heart of everything we do'.

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- To work closely with the Recruitment Managers and Site Managers to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

Additional conditions

- Create and maintain positive and supportive relationships with staff, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.

- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

Person Specification

<u>Values/Behaviours - the actions and activities that people do which result in effective performance in a job</u>		
We take ownership		
We work collaboratively with others		
We embrace and demonstrate a commitment to the One Trust vision		
We demonstrate a positive can-do attitude at all times		
We are solution focussed		
<u>Technical - the demonstration of specific skills, knowledge</u>		
Excellent communication skills, both verbally and in writing		
Excellent IT skills		
Significant experience of working in a recruitment role		
An understanding of diversity, inclusivity, and equality and how to promote these when recruiting		
Experience and expertise of using social media e.g., LinkedIn and other professional networks for recruitment		
Strong, broad knowledge of recruitment and the education sector		
Understanding of safer recruitment and how this is applied in an education setting		
Experience of interviewing, candidate screening and evaluation		
Understanding of safer recruitment and how this is applied in an education setting		
<u>Ability - the aptitude or potential to perform to the required standard</u>		
Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business		
Ability to write adverts and job descriptions		
Ability to work with others in the HR and the wider Trust teams		
Ability to be able to travel across Trust sites when required		
<u>Qualifications</u>		
Minimum of GCSEs in English and maths		
Level 5 Human Resources qualification is desirable		