

Job Description

Job Title: Part-time Recruitment/HR Leader

Reports to: Head Teacher/Proprietor

Areas of responsibility

General Duties

- To lead and proactively fill vacant posts with high calibre staff jointly with the Head Teacher.
- To lead and maintain procedures to ensure the Safeguarding of children (including the maintenance of a single central record)
- To be responsible for maintenance of up-to-date accurate personnel records in accordance with statutory and audit requirements
- To manage the performance management process as it applies to teaching and support staff by ensuring the management team have up-to-date files at all times

Specific Duties

- To work with the Management Team to ensure that staffing levels are sufficient to deliver the curriculum of the school in an efficient and cost effective way.
- To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates which reflect The Villa in a positive light.
- To manage the recruitment budget.
- To manage the short-listing process with the Management Team and provide them with references and other documentation as required.
- To lead and manage the interview process and timetable of the interview day.
- Ensure effective communication with candidates throughout the interview process.
- Upon appointment, arrange for the appropriate documentation to be completed and statutory requirements (including safeguarding checks) are met.
- To oversee manage the induction process for all new staff at all levels to ensure all regulations are met.
- Work closely with the Management Team to model the financial impact of all staffing appointments
- Ensure all staffing appointments and conditions of service are communicated effectively to the bursar for Payroll to be completed adequately.

School Ethos

- To play a full part in the life of the school community, to support 'The Villa' as an inclusive learning community challenging all to achieve their full potential.
- To promote and recruit all staff to implement whole school policies.

This job description describes, in general terms, the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained there may vary or be amended in consultation with the post holder from time to time without changing the level of responsibility associated with this post.