



JOB DESCRIPTION

JOB TITLE	Recruitment Coordinator
DEPARTMENT/SECTION	Human Resources
LINE MANAGER	Human Resources Manager
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
JOB SUMMARY: Forest School is seeking a dynamic Recruitment Coordinator to spearhead an effective and proactive recruitment strategy within our HR department. This role presents an exciting opportunity to collaborate closely with our team and contribute to the achievement of our recruitment objectives across the Senior School, Preparatory School, and Sylvestrian Leisure Centre. We are looking for a candidate with prior experience in in-house or agency recruitment, within an educational setting. The successful candidate will play a pivotal role in managing recruitment activities across all mentioned areas, ensuring compliance with safer recruitment procedures and regulatory standards.	
KEY DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Lead the various stages of the recruitment process, from candidate sourcing to onboarding, with a focus on attracting high-caliber applicants.• Liaising with key stakeholders to draw up job descriptions, person specifications, adverts, interview dates and schedules for the vacant positions.• Placing of all the adverts on various advertising platforms and attract high quality applicants.• Check applications as received and resolve queries prior to review by shortlisting panel.• Collaborate closely with HR colleagues to develop and implement effective recruitment strategies tailored to each school sector and the leisure centre.• Maintain a proactive approach to candidate engagement, providing a friendly and professional service to all prospective applicants.• Serve as the primary point of contact for all recruitment-related inquiries, offering guidance and support to both internal stakeholders and external candidates.• Uphold the school's commitment to diversity and inclusion by implementing inclusive recruitment practices and promoting equal opportunities for all applicants.	

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CP 05/24

- Make all logistical arrangements for interview days including room bookings, catering, IT arrangements, lesson requirements, and school tours.
- Work with key stakeholders to ensure interview candidates have accurate and relevant information in advance of the interview day.
- Contact agencies for supply staff and complete the various stages onboarding the supply staff.
- Take up references prior to interview and check thoroughly against application form.
- Conduct online search of shortlisted candidates.
- Minutes at wash up meetings.
- Prepare and distribute interview packs for interview panel members.
- Check and copy candidate documents on the interview day.
- Responsible for correspondence to all candidates throughout the recruitment process.
- Retain and archive unsuccessful applications for 6 months alongside relevant interview notes.
- Manage the Recruitment inbox, liaising with colleagues to answer general recruitment queries as appropriate.
- Record all recruitment paperwork, candidate information, interview and assessment questions, panel notes etc. and ensure paperwork is retained in line the appropriate retention period.
- Maintain annual recruitment information including adverts placed and applications received.
- Input information from equal opportunities form and produce an annual report for review by the Senior Leadership Team.
- Attending necessary meetings and School events including occasional evenings and weekends.
- Ensure correct GDPR processes are followed.
- Any other duties as reasonably required by the Human Resources Manager.
- Act as a welcoming ambassador for the school, effectively communicating its values and ethos to potential candidates during recruitment events and interviews.

In conjunction with the HR Officer:

- Put together new personnel files and upload to the HR system.
- Maintain and update staff files on the HR system.
- Ensure that all pre-employment paperwork is completed and returned.
- Ensure all pre-employment checks are completed prior to commencement of employment.
- Maintain the new starters checklist.
- Filing of all relevant paperwork and checks.
- Liaise with other colleagues to ensure that all relevant colleagues are aware of new starters.

TERMS OF EMPLOYMENT

- Full time, Monday to Friday.
- Term time hours: 08:00-17:00
- School Holidays: 08:30-15:30
- Holiday: 30 days holiday plus statutory English public holidays (holiday to be taken during the School holidays by agreement) to be taken during Forest School holidays.
- Required attendance:
In addition, and as part of your contracted hours, you will be required to attend Open Day.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.