Recruitment Manager m/f/d
Cologne

For three decades the St. George’s British International School group has shown particular strengths in crafting education based on fundamental values. An innovative learning architecture paired with unlimited possibilities to nurture personal interests and the support of a thriving international community distinguish St. George’s in pioneering future-oriented schooling. Our community of dedicated teaching and administrative professionals located in Munich, Cologne and Duisburg-Düsseldorf consists of people who embrace these values and passion, believing in our vision of developing the future of education together.

The role:

We are looking for an experienced Recruitment Manager (m/f/d) to join our expanding team. In this role you will be involved in full life cycle recruiting including advertising, sourcing, interview, and onboarding. The right person will be comfortable working in a collaborative environment, loves providing creative people solutions and can thrive in a growing, and fast-changing environment.

Responsibilities

- Promote awareness of current best practice in safer recruitment and equal opportunities throughout the organisation, providing training or support where necessary
- Create and place advertisements on multiple online platforms, including the school’s website
- Maintain active communication with applicants through each step of the recruitment cycle, providing a smooth and professional experience for each candidate from start to end
- Provide advice and support regarding relocation and administrative processes for arrival in Germany.
- Work closely with school leaders from multiple sites across Germany in order to assess their talent requirements and provide advice on the best hiring strategy
- Develop and maintain excellent working relationships across the school group and within HR.
- Support the Head of Recruitment in all aspects of recruitment activity
- Excel in talent identification and attraction, creating lasting relationships that aid future recruitment.
- Actively source candidates through a variety of search platforms (social media, internal database, job boards, networking, agency referrals, etc.)

Your profile

- A positive individual with a can-do attitude and the ability to work well as part of a team
- Excellent written and spoken communication skills. Fluency in English is a prerequisite for this position, fluency in German is desirable but not essential
- Minimum of 2 years direct recruitment experience
- Demonstrated track record of actively sourcing and assessing talent
- A working knowledge of the British education system would be advantageous but is not essential
Why join us:

The performance of our people is what defines the success of St. George’s. Our teams are enabled to take the initiative and encouraged to think and act like entrepreneurs. The multinational corporate environment provides our talented employees with a large area to expand professionally and offers multiple opportunities to enrich their individual mindsets and experiences. By joining us, you will be part of our community life and actively participate in varied projects, allowing St. George’s to continually evolve.

Please send your letter of application, updated C.V. and earliest possible starting date in English to:

Mr Christopher Lewis
Head of Recruitment
recruitment@stgeorgesschool.com