



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Resourcer		
<b>Base:</b>	Star Central, Blackburn		
<b>Reports to:</b>	Resourcing Partner	<b>Grade:</b>	S6
<b>Staff Responsibility for:</b>	N/A	<b>Salary:</b>	£24,313 – £26,999
		<b>Term:</b>	Permanent
<b>Additional:</b>	Some national travel will be required		Full Time

### JOB PURPOSE

To create outstanding organisations that promote educational excellence, character development and service to communities.

### JOB SUMMARY

1. Support the Resourcing Partner in the delivery of a direct talent sourcing strategy across the Trust
2. Support the delivery of a quality resourcing service, which contributes to the wider HR strategy and objectives.
3. To attract and pro-actively resource candidates using job boards, CV mining and social media.
4. Identify and proactively manage external talent, developing talent pools, to facilitate a pipeline of talent for future resourcing needs and opportunities.
5. Maintain contact with candidates throughout the resourcing process to ensure a seamless experience for new joiners.
6. Work closely with HR Operations to deliver a cohesive and joined up resourcing approach across the Trust ensuring effective utilisation of M.I from the Trust resourcing and HR systems to maximise results.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **1 Resourcing Delivery**

- 1.1 Build effective relationships with schools to become the go-to point of contact for support with all operational resourcing requirements.
- 1.2 Work closely with schools to support them with their resourcing requirements.
- 1.3 Understand the various teaching and support roles across the Trust to ensure the resourcing process attracts the best candidates in the market.
- 1.4 Work directly with schools to develop a manpower plan so that resourcing requirements can be accurately planned for and actions taken to ensure needs are met.
- 1.5 Write recruitment materials that maximise suitable applications and support with the development of assessment materials for different roles across the Trust.
- 1.6 Work with schools and HR operations to maximise quality applications and resourcing spend efficiency by advising on relevant job boards to resource potential candidates.

### **2 Proactive Resourcing**

- 2.1 Support the Resourcing Partner to implement the Trust direct sourcing strategy.
- 2.2 Work with the Resourcing Partner to develop a national database of potential hires using the agreed direct sourcing strategies.
- 2.3 Liaise with potential hires to provide them with information about opportunities available within the Trust and encourage them to apply.
- 2.4 Use social media to attract candidates and to promote good news stories with a focus on resourcing.
- 2.5 Identify and liaise with Universities and Initial Teacher Training (ITT) providers for early identification of quality graduate teaching and non-teaching staff.
- 2.6 Support the Resourcing Partner to arrange a regular programme of resourcing open days and events in each of the Trust Hubs to attract the best talent to come and work for the Trust.

### **3 Talent Pooling and Candidate Management**

- 3.1 Utilise the Trust's applicant tracking system to create talent pools and manage candidate alerts.
- 3.2 Provide a service to ensure that all appointable candidates are shared across Trust schools where possible and that contact with suitable candidates is maximised.
- 3.3 Identify and proactively manage internal and external talent to facilitate a pipeline of talent for future resourcing needs and opportunities.
- 3.4 Contact candidates by phone, email and through social media to provide updates on the resourcing process, ensure that applications are completed and to advise on the induction process.
- 3.5 Conduct telephone interviews with candidates and support assessment processes.

### **4 Management Information**

- 4.1 Work with HR Operations to develop and utilise resourcing Management Information (MI) as required, which will include candidate application, candidate source statistics and volume/success of applications per role on a daily / weekly / monthly basis.

- 4.2 Use all available MI to inform decision making and maximise resourcing spend.
- 4.3 When required work with the HR support team to post vacancies to relevant job boards to ensure that agreed service levels are met.

## **5 Other responsibilities**

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

## **6 Records management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (at Grade 4/C or above) including English and Maths	<b>E</b>	✓	
2.	Evidence of Continuing Professional Development	<b>D</b>	✓	
<b>EXPERIENCE</b>				
3.	Have demonstrable experience of resourcing within a high-volume resourcing function or in an agency setting	<b>E</b>	✓	✓
4.	Experience of resourcing within the schools sector	<b>D</b>	✓	✓
5.	Experience of building strong relationships with stakeholders at all levels and delivering exceptional customer service	<b>E</b>	✓	✓
6.	Experience of using Management Information Systems	<b>E</b>	✓	✓
7.	Have working knowledge of the full in-house resourcing cycle	<b>D</b>	✓	✓
8.	Have experience of undertaking targeted search on ATS platforms and LinkedIn	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Have well developed IT skills, with the ability to use a range of resourcing-related software	<b>E</b>	✓	✓
10.	Have excellent communication skills, both written and verbal	<b>E</b>	✓	✓
11.	Demonstrate networking and research in keeping abreast with Employment trends	<b>E</b>	✓	✓
12.	Knowledge of apprenticeships and other routes into employment	<b>D</b>	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
13.	Evidence of supporting the development of systems to track and monitor performance	E	✓	✓
14.	Evidence of analytical skills to identify performance issues in operational processes and design/implement solutions	E	✓	✓
15.	Evidence of drive and resilience to achieve objectives and to continuously improve	E	✓	✓
16.	Evidence of collaborative working and positive contributions as a team member	E	✓	✓
<b>PERSONAL QUALITIES</b>				
17.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
22.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
23.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓