



LAURUS

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TRUST

Job Description & Person Specification

Trust Recruitment Co-ordinator



Trust Recruitment Co-ordinator

Salary: Scale 4

Purpose of the post:

- To be the first point of contact for the co-ordination and delivery of the full recruitment cycle, providing support and guidance to all recruiting Managers.
- To oversee the recruitment activity across the Trust, ensuring all safer recruitment standards and safeguarding procedures are adhered to including advert and applicant management, liaising with recruiting managers and providing recruitment process advice

Reporting to: Trust HR Manager

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Recruitment Co-ordinator Duties

- To ensure adherence to a robust recruitment requisition process.
- To assist Managers and Heads of School in compiling job descriptions and person specifications, ensuring compliance with appropriate legislation and applying job evaluation where necessary.
- Assist in the design and updating of job adverts and co-ordinate the advertising process for roles via TES, external job boards and Social Media where appropriate.
- Ensure the data held within our ATS is up to date and fit for purpose.
- Provide an excellent candidate experience from first contact through to onboarding.
- To facilitate recruitment interview days for Cheadle Hulme High School and Trust Central Services, arranging any necessary task support with Trust services.
- To maintain and monitor the HR tracking system for appointments ensuring safer recruitment vetting checks are undertaken within guidelines.
- To prepare and issue contracts of employment and amendments to contracts.
- To assist in the embedding of and accurately input data into the HR and Payroll system.
- Manage the onboarding process in a timely manner.
- To maintain a database of evaluated, master job descriptions ensuring all meet Trust specifications
- To share own knowledge and best working practices with new colleagues joining the team.
- Provide monthly reporting on recruitment metrics in order to inform the recruitment strategy.
- Maintain an annual calendar of known recruitment activity.
- Ensuring recruitment standard operating procedures are in place and clearly communicated.
- Manage the recruitment inbox.
- Maintain, store and share data appropriately and in line with GDPR.

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.

- To take responsibility for promoting and safeguarding the welfare of students in the Trust's schools.
- To work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

**The Trust is committed to safeguarding and promoting the welfare of children
and expects all staff to share this commitment**

Person Specification

Attributes	Essential	Desirable	How identified
RELEVANT EXPERIENCE	<p>Experience of working in a generalist HR or recruitment role</p> <p>Experience of providing confidential administration support</p> <p>Experience of interpreting policies and providing appropriate user guidance</p> <p>Experience of prioritising workload and working to deadlines</p> <p>Experience of data input, maintaining accurate records</p> <p>Experience of preparing reports</p>	<p>Experience of working in education and / or knowledge of HR/recruitment in schools and current safeguarding regulations</p> <p>Experience of inputting staff information into 'SIMS Personnel or other management information database.</p> <p>Experience of administering payroll instructions.</p> <p>Safeguarding awareness</p> <p>Experience of working with iTrent</p>	Application Form/ Interview
EDUCATION AND TRAINING	<p>Sound educational background including GCSE Maths and English or equivalent</p> <p>Willingness to undertake further training and develop professionally</p>	<p>CIPD Certificate in Personnel Practice (CPP) or Level 3 CIPD or willingness to undertake</p> <p>Further HR training</p>	Application Form/ Interview/ Qualification certificates
SPECIAL KNOWLEDGE AND SKILLS	<p>Knowledge of HR or recruitment related administration.</p> <p>Knowledge of safer recruitment practice, applicable to schools</p> <p>Ability to build strong working relationships at all levels</p> <p>Ability to work with discretion</p> <p>Up to date knowledge of employment legislation and its practical application</p> <p>Good practical skills in using Microsoft Office including Word, and Excel</p> <p>Excellent time management, and organisation skills.</p>	<p>Knowledge of safeguarding in schools.</p> <p>Awareness of important current and future issues in HR.</p> <p>Knowledge of GDPR/ Data Protection</p> <p>First Aid at work certificate. Experience of job evaluation</p>	Application Form/ Interview
ANY ADDITIONAL FACTORS	<p>Ability to work accurately to tight deadlines</p>		Application Form/

	<p>Ability to remain calm under pressure</p> <p>Professional welcoming demeanor</p> <p>Ability to work flexibly</p> <p>Good team player/ability to accord with colleagues</p> <p>Ability to work on own initiative and prioritise effectively</p>		<p>Interview</p>
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Laurus Trust
Cheadle Hulme High School
Woods Lane, Cheadle Hulme
Cheadle, SK8 7JY

laurustrust.co.uk