



Post Title	Recruitment Assistant
School / Organisation	Avanti Services Ltd
Location	Stanmore
Grade	Grade 5, £26,420 - £28,860 per annum
Hours	Full-time (37.5 hours per week)
Contract Type	Fixed Term – 6 months Year-round
Reports to	Recruitment and HR Project Lead
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To work in collaboration with the Recruitment and Project Lead and wider HR team to provide a comprehensive and professional resourcing service to Principals, School Senior Leadership Teams, Line Managers.
- To liaise with the wider HR team to ensure compliance with regards to legislation, AST policies and procedures and safeguarding guidance as defined by the Department for Education.
- To be the primary point of contact for all of our candidates, helping to ensure a positive and efficient recruitment experience.

RESPONSIBILITIES OF THE JOB

- Partner with and build strong relationships with Hiring Managers to deliver a professional and comprehensive end-to-end recruitment process across all roles at the Trust.
- Maintain the ATS (applicant tracking system) to ensure accurate records of the full recruitment campaign, communicating outcomes accordingly and providing reports as necessary.
- Support in creating a standardised, central job description bank in collaboration with recruiting managers and the recruitment and project lead.
- Reviewing recruitment documentation sent through by Hiring Managers ensuring and advising on compliance with legislation, internal policy and best practice and that it is fit to attract high calibre candidates to the role.
- Advertising roles on the Avanti Careers board using the ATS, sharing to external advertising media.
- In collaboration with key stakeholders explore and recommend effective media to advertise vacancies on to generate maximum high calibre applications
- Closing adverts, collating candidates' applications and sharing with Hiring Managers along with supporting recruitment documentation.
- Inviting candidates to interview, liaising with Hiring Managers as needed over schedules and assessments.
- Requesting references for all shortlisted candidates prior to interview.
- Maintain accurate electronic and paper records of the recruitment and selection process and ensure completion of each individual's file.
- Support HR Assistants in accurately processing and recording all employee screening checks as and when required
- Be the first point of contact for candidate queries about the recruitment process.
- Monitor the recruitment inboxes, responding to and escalating queries as appropriate and in a timely manner
- Assist the HR Assistants with the offer stage and onboarding process as required.



- Support with SCR's and assist the HR team with general administrative tasks as and when required.
- Produce regular and ad hoc management information for the Recruitment and HR Project Lead in relation to recruitment statistics
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people.
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process.
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.
- It is expected that the post holder will work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job description but, which is nevertheless within the remit of the duties and responsibilities.
- This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time thereafter.

RESPONSIBILITIES OF THE JOB			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	GCSE Maths and English or equivalent	X	
2.	Ability to build positive relationships with internal and external contacts	X	
3.	Significant experience in developing and maintaining administrative systems and procedures.	X	
4.	Demonstrable experience working in a customer service environment	X	
5.	Excellent ability to communicate clearly and concisely both verbally and in writing.	X	
6.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
7.	Ability to plan and manage their own time effectively and work prioritising tasks in a time-efficient manner to meet deadlines	X	
8.	Strong ICT skills, particularly Outlook, Word and Excel	X	
9.	Able to use initiative to respond to basic queries and work independently where required.	X	
10.	A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the requirements of the post		X
11.	Ability to work effectively in a team	X	
12.	High degree of drive, resilience and enthusiasm	X	
13.	Commitment to the safeguarding and welfare of all students	X	
14.	Commitment to professional development, learning and development	X	

FURTHER INFORMATION



Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2022/09/AST-Child-Protection-and-Safeguarding-Policy.July-2022.pdf>