

Reports to: Head of Recruitment and Talent Management

Working basis: Full-time, 52 weeks per year

Purpose of role: To support the Trust's Talent Team with all areas of recruitment administration, acting as a main point of contact for initial enquiries and supporting candidates through the recruitment journey. You will provide support across the full recruitment cycle, selection process and on-boarding process, ensuring that we offer a first-class candidate experience that is efficient, professional and informative. You will work with and support all members of the Talent Team on different projects and tasks, and regularly liaise with members of the HR Team.

Key recruitment markets that this role encompasses:

- All non-teaching roles including academy-based and Head Office
- Apprentices for LAT Apprenticeships
- Trainee Teachers
- Qualified Teachers and Leadership

Recruitment and Onboarding

- Under the direction of the Talent Team, support the candidate attraction process by preparing and formatting job descriptions and profiles, setting up adverts on our e-recruitment system and making adverts 'live' within the agreed timeframe
- Ensure the relevant external recruitment advertising takes place in a timely fashion by uploading adverts, including various social media channels and all other platforms that we work with
- Compile, update and maintain an electronic media library for the wider Talent Team to use for marketing and advertising, ensuring we have a variety of content that's interesting and relevant
- To take a significant role in producing, posting and engaging with content for all social media channels across all markets; i.e Trainee Teachers, Apprentices, Teachers, etc. providing support when creating and following a calendar of articles, adverts, good news stories, etc.
- Be the first point of contact for candidate queries and other incoming queries in a timely manner via email, phone or in person, providing useful information and ensuring there is a resolution, escalating the query to the Recruitment/Resourcing Co-ordinators when necessary
- Ensure the talent spreadsheets are well-maintained and up to date including that of Trainee Teachers and Apprentices, ensuring we track all activity and ensure the team's efforts are focussed
- Support the candidate selection process by arranging interviews and sending confirmations to applicants, compiling interview paperwork for the panel such as tasks and questions, corresponding with candidates on the outcome of applications/interviews including updating statuses on Job Train and UCAS, and to chase and upload interview notes/feedback provided by the academies
- Support the onboarding process with applying for and chasing references. Identify any gaps in candidates' applications such as references and liaise with them to get this rectified
- Support the Talent Team with arranging in-house events including scheduling arrangements with the academies, advertising, attendee lists, booking refreshments, attending the events when required (plenty of notice will be provided), etc.
- Support the Talent Team in ordering goods for marketing campaigns and preparation of material
- To administer the financial processes such as raising Purchase Orders on the internal system, tracking credit usage of adverts and informing the Finance Department of any cross-academy charges that apply
- Administer the data cleansing process in the event that a candidate requests to be erased (ensuring we are GDPR compliant)
- Work with the Resourcing Co-ordinator to administer the referral scheme process including maintenance of the spreadsheet tracking all activity, ordering vouchers and other rewards, and delivering them electronically or in person when awarded

- You will conduct and collate research, under the direction of the Head of Recruitment, which will enable us to stay at the forefront of recruitment and talent management within our sector and be an employer of choice
- Ensure that the correct branding is used throughout all recruitment activity both internally and externally

General Responsibilities

- Undertake filing on a regular basis and any archiving when necessary
- Ensure that all correspondence and documents created are saved correctly on our HR Shared Drives in a logical and structured fashion
- Assist with any ad-hoc projects as and when required
- Attend all relevant Talent Team meetings and provide input
- Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary
- Ensure that all aspects of data protection and confidentiality are maintained at all times
- Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future
- Be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in line with your position and experience in order to help the organisation achieve its goals

What you need to perform this role successfully

To be successful, you need to be an outstanding administrator with a passion for working in a busy and fast-paced recruitment environment, with the ability to organise and prioritise a varied workload. You may have experience in a similar role and are now looking for a new challenge in a friendly and supportive team. You'll be professional at all times and have a genuine passion for communicating with a variety of candidates and members of staff within the Trust, promoting Leigh Academies Trust as an employer of choice.