

JOB DESCRIPTION FOR RECRUITMENT COORDINATOR

PEOPLE MANAGER	People Partner
LOCATION	London

- This job description should be considered as guidance and is not exhaustive.
- It may be amended at any time following discussion between the People Manager and colleague and may be reviewed as part of the performance review process.
- The postholder may be required to undertake other duties as reasonably required by their people manager or any member of the leadership team.
- All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks as per the latest statutory safeguarding guidance.

OVERVIEW

- The Recruitment Coordinator will provide high-quality administrative and operational support across the People Team at Octavia House Schools (OHS). This role will play a vital part in ensuring that our recruitment, onboarding, and HR processes run smoothly and efficiently, supporting the delivery of an exceptional candidate and colleague experience.
- Working closely with the Recruiter and People Coordinator, you will help coordinate recruitment campaigns, onboarding activities, and ongoing HR administration. You'll take ownership of key administrative processes - ensuring that our records are accurate, our communications are professional, and our processes reflect OHS's commitment to safeguarding, compliance and inclusion.
- You'll be a proactive and organised recruiter and coordinator supporting the People Team to identify, engage and assess great candidates for our schools and head office. Working closely with recruiting managers, you'll help coordinate the end-to-end recruitment process, from advertising and candidate communication through to onboarding. You'll assist in research and candidate sourcing activities so we understand what 'great' looks like and can attract and hire the best people to join Octavia House Schools.

EXEMPLAR RESPONSIBILITIES

Attraction & Recruitment

- Be a proactive, hands-on recruiter, coordinator and administrator, who works closely with the People Team to support effective workforce planning, attraction and recruitment in line with the business plan
- Build positive relationships and liaise with internal stakeholders, including Heads of School, OHS Leaders, Site Administrators and Head Office, to ensure understanding of requirements for roles, high quality candidates
- Develop and maintain partnerships with external partners such as recruitment agencies, job boards, and educational institutions such as universities to facilitate talent attraction, manage candidates
- Support and maintain the implementation and use of the ATS (SAM People Recruit), and assist with the data entry processes into the system
- Undertake safer recruitment training and ensure compliance with safer recruitment requirements at all times
- Work with People Team to ensure a smooth, seamless recruitment process in which candidates and colleagues understand the process, who is involved and timing from the outset, ensuring all candidates have positive experiences

Onboarding new joiners

- Organise and facilitate the onboarding process for new joiners, including owning the process and tracking and distributing of welcome packs, IT equipment, and access requirements
- Coordinate onboarding logistics, liaising with school and Head Office colleagues to ensure smooth and positive experiences for all new colleagues
- Support People Team in organising and logistics for Welcome Days, Welcome Events and Training Week
- Ensures onboarding processes, communications and materials are up to date at all times and continually improved

Quality & Compliance

- Ensure candidate information is kept confidential as appropriate at all times
- Apply UK employment laws and regulations, OHS policy and best practice including Right To Work (RTW) checks, DBS checks, reference requests and GDPR and Data Protection requirements for candidate data collection, processing and storage
- Demonstrate an understanding of the requirements of the Single Central Record (SCR) and its role in ensuring compliance with Part 4 of the Independent School Standards and KCSIE guidelines.
- Support the People Coordinator with SCR-related tasks as required, to ensure recruitment and compliance checks are accurately recorded and maintained
- Ensure all documentation relating to recruitment is always readily available for inspection and is compliant with employment, data protection, and safeguarding legislation and statutory guidance



OCTAVIA HOUSE

Sector-Leading Therapeutic Schools

Commercial & Financial

- Support Recruiter on direct recruitment of candidates via recruitment campaigns to meet direct:agency ratios that have been set
- Understand recruitment budget and costs and support Recruiter to manage recruitment agencies on Preferred Supplier List (PSL) and adhere to agreed recruitment rates

Additional areas

- Provide general administrative and operational support to the wider People Team as required, contributing to the smooth running of HR processes and projects
- Complying with any reasonable request from leaders to undertake work of a similar level that is not specified in this job description

Behavioural competencies

- Align to and demonstrate OHS' Mission, Purpose and Values in all areas of working
- Demonstrate a positive attitude and contribution and the following key behaviours: accountable, adaptable, collaborative, communicative, creative, empathetic, proactive and resilient
- Demonstrate passion and commitment to our pupils, putting them first at all time

Continuous Professional Development (CPD)

- Achieve agreed expectations and options for career development
- Agree any CPD to be undertaken and supported by OHS, expected completion date of programmes/workshops/courses

Professional conduct & suitability for the role

- Show general suitability for the role, in line with job description
- Meet required record of reliability, punctuality and attendance
- Understand and adheres to OHS policies, procedures and relevant handbook(s)

PERSON SPECIFICATION FOR RECRUITMENT COORDINATOR

SKILLS, TRAITS, KNOWLEDGE and UNDERSTANDING

- Attention to detail, including in terms of verbal and written communication, an uncluttered working environment, strong personal presentation and punctuality
- Highly organised and detail-focused, with the ability to manage multiple tasks and priorities effectively
- Excellent written and verbal communication skills, with a high standard of accuracy and presentation
- Strong ability to manage stress, to keep calm and consistently present in a professional manner
- An understanding of recruitment and the functions and duties of educational provision within the context of an independent special school
- Have all round knowledge of recruiting and ideally experience in educational settings is desirable
- Provide recruitment and administrative support and advice with confidence
- An understanding of the need for confidentiality and discretion in all areas of the service provided.
- A good understanding of equality and diversity issues
- At least a basic understanding of pupils with SEMH needs and associated SEND

QUALIFICATIONS, TRAINING and EXPERIENCE

- Educated to degree level or equivalent
- Experience in the education recruitment sector is crucial
- Very experienced in use of automated recruitment tools, processes and an Applicant Tracking System (ATS)
- Experience supporting with HR and compliance processes
- Experience in the independent special school sector is desirable
- Is Safer Recruitment certified (or willing to obtain this)