

## HR Recruitment Manager

<b>Job Title:</b>	<b>HR Recruitment Manager</b>
<b>Location:</b>	This role is based centrally at UST House but will require attendance at multiple sites.
<b>Responsible to:</b>	The Recruitment Manager will be expected to work under the direction of the Head of HR, in consultation with Headteachers and Senior Leaders/Exec.
<b>Responsible for:</b>	1 x Recruitment Administrator 1 x Recruitment Apprentice
<b>Full/part time:</b>	Full Time, 35hrs per week
<b>Contract:</b>	Permanent, 52 weeks per annum
<b>Scale:</b>	Scale PO3, Spine Point Range 33 - 36 (£44,862 - £48,063 per annum)

<b>Job Purpose and Summary</b>
<p>To help champion and drive our strategy to better attract, develop, retain, and engage our workforce. The recruitment manager will oversee the recruitment, selection and onboarding processes across the Trust and will be the main point of contact for recruiting via agencies.</p> <p>Key requirements of the postholder includes demonstrating best practise in the following areas:</p> <ul style="list-style-type: none"> <li>To recruit high-quality teaching and support staff for short, long-term placements and permanent roles to our schools.</li> <li>To support with attracting candidates that fit the Trust's aspirations of growth.</li> <li>To lead on recruitment activities with agencies including the creation and implementation of a preferred suppliers list.</li> <li>To manage the recruitment and onboarding process for agency applicants including compliance and vetting checks.</li> <li>To lead on training of recruitment systems, processes, and procedures to school-based colleagues.</li> <li>To support the design and implementation of the in-house iTrent Recruitment module.</li> <li>To oversee the recruitment contracts and subscriptions ensuring best value for money.</li> <li>To represent the Trust at relevant career events and job fairs.</li> </ul>

<b>Specific Responsibilities</b>
<ul style="list-style-type: none"> <li>Develop a staff attraction strategy, across the Trust, which is inspiring and meets the expectations of an evolving workforce.</li> <li>Review, redesign and streamline recruitment procedures and processes in line with KCSIE and essential safer recruitment practises.</li> <li>Better use social media to advertise positions, attract candidates and build relationships with our future workforce and recruitment agencies.</li> <li>Report on the success of existing recruitment mediums and explore new methods for attracting talent.</li> <li>Support school-based HR teams with direct apply applicants and recruitment campaigns.</li> <li>Provide relevant information and participate in the regular review of the school's agreed staffing establishment list, alongside the schools HR lead, supporting the review of job roles and job descriptions.</li> <li>Be an advocate of the HR service, ensuring accessibility for all staff and promote the innovation and streamlining of HR systems and processes.</li> <li>Lead on the planning and management of recruitment campaigns, advising recruiting managers on good practice and ensuring the KCSIE and safer recruitment guidelines are adhered to.</li> <li>Ensure on-boarding of new staff is timely, of a high-quality and promotes a positive and supportive employee culture.</li> <li>Ensure pre-employment checks are timely executed and any issues or likely delays are flagged with the recruiting manager in good time.</li> </ul>

- Ensure offer letters and contracts are accurate, in line with statutory requirements, and instigate induction arrangements with the allocated line manager.
- Ensure the school's online Single Central Record is accurate, monitored and maintained at all times.
- Ensure that all current and archived individual personnel files and HR records are maintained and stored appropriately in accordance with Data Protection/GDPR requirements.
- To update HR policies in accordance with changes in legislation and ensure that they are implemented correctly locally.

### Trust Wide Responsibilities

- Lead on the development and review of at least two HR Policies or procedures per year and/or project per year- or production and review of HR guidance on a specific topic/s (as requested)
- Contribute to Trust wide HR reviews, development and delivery of management development programmes, HR projects and initiatives.
- Contribute to, and in some cases lead on the Trust wide development and review of HR policies and procedures, terms and conditions of employment and systems.
- Contribute to the monitoring and review of all HR related external partnership contracts and SLAs, e.g., Times Educational Supplement (TES), Payroll, Jobs Go Public (JGP), Online Single Central Record (OSCR) Occupational Health and Legal Services
- Prove ad- hoc support to the other schools within the Trust as relevant.

### Expected Behaviours of all Trust Staff

#### Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

#### Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Actively engage in the performance review process
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues, and visitors.
- Adhere to Trust policies and procedures.

#### Additional requirements

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade, and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.

- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust’s Equal Opportunities policy and Use of ICT policy.
  - Complete any training required to improve performance and take part in the school performance management systems (where relevant)
  - Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.
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The post holder will be line managed and appraisal managed by: Head of HR

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

\_\_\_\_\_ Signed by (Post holder)

\_\_\_\_\_ Signed by (Trust Leader)

Person Specification		Essential	Desirable
<b>Qualifications</b>	Holds a relevant HR qualification or equivalent experience	√	
	Professional membership of the Chartered Institute of Personal and Development (ideally, at least MCIPD status)		√
	Have a minimum of Grade C in English and Maths GCSE level or equivalent	√	
<b>Experience</b>	Possess exceptional knowledge of current UK employment law and legislation	√	
	Experience of working in a fast paced and unionised school/education environment	√	
	Good working knowledge of current employment legislation, relevant education regulations and guidance as well as good practice approaches as they relate to schools	√	
	Demonstrable good level of knowledge and experience of all safer recruitment requirements in a school setting	√	
	Experience of developing managers in HR matters through individual coaching and/or the delivery of group training sessions	√	
	Familiarity with social media and other professional networks	√	
	Demonstrable good working knowledge and understanding of all Data Protection legislation and requirements as well as latest recruitment developments	√	
<b>Characteristics &amp; Attributes</b>	A demonstrable flexible and proactive approach to the delivery of their work	√	
	A strong customer focus to ensure the timely delivery of agreed outcomes	√	
	Ability to quickly build relationships, gain the confidence and communicate diplomatically and effectively with all levels of stakeholders	√	
	Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of personal resilience	√	
	Effective presentation and negotiating skills to support the resolution of issue and the achievement of change at school level	√	
	Good research and analytical skills with the ability to analyse workforce data, pay attention to detail and prepare reports which identify trends and recommendations	√	
	A self-starter who can work independently, is well organised with the ability to meet agreed targets and challenging deadlines	√	
	A strong team worker who can demonstrate an enabling style of management	√	
	Demonstrable skills to effectively use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel	√	
<b>Other</b>	This post requires a satisfactory Enhanced DBS Disclosure	√	
	Demonstrable commitment to their own continual professional development	√	