**JOB DESCRIPTION**

**Job Title:** Recruitment Officer (GORSE SCITT)

**Grade:**  C1 37 Hours per week, all year round

**Reporting to:** Principal and Directors of the SCITT

**Responsible for**: Administration Assistants

**Job Purpose:**

To work directly with the School Centred Initial Teacher Training (SCITT) Principal and its Directors but to also work under own initiative to ensure that the day to day running of the SCITT recruitment programme is successful.

**Responsibilities:**

* Lead on all Programme recruitment, arranging interviews, acting as first point of contact, ensuring Safer Recruitment processes and checks (such as DBS, qualifications, overseas checks etc.) are undertaken appropriately
* Interviewing across different sites (will require to drive and have own vehicle) delegating related administrative support to the administrative assistants.
* Liaise with The GORSE Academies Trust and Partner schools to establish their trainee recruitment needs
* Provide an initial point of contact for the SCITT to all external agencies
* Maintain and regularly publish recruitment and selection data within the Partnership
* Update and maintain DfE profiles for the SCITT Programme
* Provide secretarial services to the Executive Board ensuring all information returned to DfE is fair and accurate
* Support the Director to in all ensure compliancy Initial Teacher Education (ITE) activity
* Provide secretarial services to key partnership meetings
* Monitor and liaise with funding organisations, i.e. SLC, DfE and Scholarships
* Respond to any requests made by the SCITT Director
* Inform successful recruits of the funding arrangements around ITE and provide suitable guidance to enable them to make personally appropriate choices and for the SCITT to efficiently access the associated funding
* Maintain accurate records of all trainees to ensure correct bursaries are downloaded and distributed

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*