



Academies Enterprise Trust

Job Description

Job Title: Talent Resourcer

Location: 183 Eversholt Street, London NW1 1BU

Hours of work: 37

Reports to: Head of Talent

Purpose of the Role:

You will be responsible for working in collaboration with our academies, the Head of Talent and the regional Talent Resourcing Partners to source candidates for assigned searches. In addition you will provide support across the team.

Responsibilities:

1. Partner with Talent Resourcing Partners to generate ideas, leverage resources, and share information that facilitates an effective end to end recruitment process.
2. Utilise various search engines, particularly LinkedIn and other professional networking platforms, to gather information that will be used to grow and deliver recruitment searches.
3. Identify and make initial approaches to candidates through various channels.
4. Review credentials in relation to identified candidates for appropriate skills, experience and knowledge in relation to position requirements.
5. Leverage market intelligence and sector trends, including target academies and Multi Academy Trusts, to build candidate pools and markets maps.
6. Support the Talent Resourcing Partners and HR Cluster Managers in their aligned cluster areas to manage and coordinate the recruitment and selection process.
7. Work collaboratively with the Talent team to promote social media campaigns using LinkedIn, Facebook, Twitter, Instagram, Snapchat, Pinterest and other viable platforms.
8. Support the Head of Talent with the Principal/Headteacher end to end employee lifecycle.
9. Support the attraction, recruitment and selection process for the School Support team.
10. Oversee and coordinate the recruitment inbox.
11. Provide administration/coordination support as required across the team.
12. Work collaboratively with the Talent Resourcing Partners to organise and attend recruitment fairs and events as and when required.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• 2 A Levels or equivalent Level 3 qualification	<ul style="list-style-type: none">• Degree
Knowledge/experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• Experience in developing and engaging with passive candidates against specific skills, competencies and behaviours• Experience of using social media to attract and engage with candidates• Experience in creating market maps, gathering competitor information and intelligence• Knowledge, understanding and experience with sourcing strategies which result in	<ul style="list-style-type: none">• Experience in the education sector

		sustained hires for pivotal roles	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Forward and strategic planning	<ul style="list-style-type: none"> 1-3 months 	<ul style="list-style-type: none"> N/A
	Budget (size and responsibility)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Excellent written and verbal communication skills Ability to influence candidates and stakeholders Excellent organisational skills and detail-oriented Ability to multi-task and perform in fast paced environment Ability to handle sensitive and confidential information appropriately Strong networking skills 	<ul style="list-style-type: none"> Ability to use the Google platform
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Team player with the ability 	<ul style="list-style-type: none"> N/A

		<p>to establish collaborative working relationships</p> <ul style="list-style-type: none"> • Understand you are delivering to a customer, tailoring your approach dependent on stakeholders • Possess a determined, creative and delivery focused mind-set • Flexibility to meet the needs of the Trust 	
Special requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> • N/A

