

***Our Motto is "The Pursuit to Excellence"***

## Job Description

<b>JOB TITLE:</b>	Recruitment & HR Co-ordinator
<b>SALARY/GRADE:</b>	£9,964.96 - £10,786.51 pro-rated per annum/ NJC Salary Points 11-15
<b>WORKING TIME/TERMS:</b>	<p>20 hours per week, term time only including 5 training days</p> <p>Working 12:30 - 16:30 Monday - Friday with some flexibility with start and/or finish time.</p> <p>The post holder may be required to work outside of normal Trust hours to support Trust meetings and emergencies, and some flexible working will be required in order to meet the needs of the Trust.</p>
<b>DIRECTLY RESPONSIBLE TO:</b>	Human Resources Lead
<b>PURPOSES OF THE JOB:</b>	<p>The HR Team at Wootton Academy Trust is responsible for:</p> <ul style="list-style-type: none"> <li>• Generalist HR advice, guidance and support to all staff across both Kimberley College and Wootton Upper School, including advising on HR policies and procedures such as recruitment &amp; selection, employee pay &amp; benefits, performance management, employee relations, training and development, absence management etc.</li> <li>• All HR related policies and procedures relevant to the employee lifecycle, including the Safer Recruitment Policy.</li> <li>• Management of the recruitment cycle of both Teaching and Support staff.</li> <li>• Advising line managers on the appropriate safeguarding checks and procedures for all staff, volunteers, contractors etc.</li> <li>• Completing pre-employment checks for new staff, volunteers, casual workers, contractors etc. in line with the Trust's Safer Recruitment Policy.</li> <li>• Organising mandatory Safer Recruitment training for relevant staff.</li> <li>• Maintaining an accurate and compliant Single Central Register.</li> <li>• Issuing HR documentation in relation to the employee lifecycle, such as employment contracts, contract amendments, and leaving letters.</li> <li>• Production of management reports or HR analytics as required by HR Lead.</li> <li>• Any other tasks or administration related to the employees of the Trust.</li> </ul> <p>The HR &amp; Recruitment Co-ordinator will assist the HR team in the provision of an excellent and comprehensive HR service to the Trust, in particular with the administration of recruitment and safeguarding checks.</p>
<b>MAIN AREAS OF RESPONSIBILITY</b>	

<p><b>Recruitment &amp; Safeguarding checks for staff:</b></p>	<p>To administer the recruitment process from vacancy creation to induction, ensuring compliance with the Trust’s Safer Recruitment Procedure, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Liaising with the line manager to ensure accurate, up to date and compliant job descriptions and recruitment materials are prepared.</li> <li>• Organising recruitment advertisements, placing these on the Trust website and recruitment portals.</li> <li>• Contacting and negotiating with recruitment agencies as appropriate.</li> <li>• Logging applications and answering queries from candidates.</li> <li>• Advising managers on best practice shortlisting methods.</li> <li>• Organising interviews, inviting candidates and being a contact point for them, and creating interview packs.</li> <li>• Ensuring smooth running of the interview day(s).</li> <li>• Liaising with the interview panel regarding the offer to the successful candidate and notifying unsuccessful candidates, providing feedback where requested.</li> <li>• Administering documentation for new staff members such as offer letters and contracts.</li> <li>• Organising mandatory inductions.</li> <li>• Ensuring accurate and timely information exchange with departments such as Data, Network and Safeguarding teams.</li> </ul> <p>To organise and carry out all relevant safeguarding checks as stipulated by the Trust’s Safer Recruitment Policy such as DBS, prohibition register checks, references, overseas criminal records checks etc and to chase to ensure these are in place prior to the arrival of new staff, volunteers and contractors.</p> <p>Maintaining an accurate and compliant Single Central Register in line with Trust policy. To assist the HR Lead in carrying out audits on the Single Central Register to ensure accuracy.</p> <p>To keep up to date with recruitment best practice, all relevant child protection legislation (such as Keeping Children Safe in Education), and all Trust policies relating to staff.</p>
<p><b>Recruitment &amp; Safeguarding checks for contractors and volunteers:</b></p>	<p>To be a point of contact for managers who are engaging volunteers, casual workers, or contractors and to advise on the safeguarding checks required.</p> <p>To be a point of contact for suppliers of contracted staff at the Trust sites, for example cleaning, catering, peripatetic music teachers and grounds maintenance. Liaising with the suppliers to ensure the correct safeguarding checks have been carried out, entering the information onto the Single Central Register and carrying out necessary inductions.</p> <p>To carry out compliance audits on the contractors as directed by the HR Lead.</p>
<p><b>Data Management and</b></p>	<p>To maintain an accurate and up-to-date paper and electronic filing system</p>

<p><b>Reporting:</b></p>	<p>for personnel records.</p> <p>To ensure that electronic employee records are accurate and up-to-date (SIMS). This will include responsibility for data entry, regular and ad hoc reporting, and an annual cleansing exercise.</p> <p>To carry out the School Workforce Census Annual Return for the Trust.</p>
<p><b>Other/General:</b></p>	<p>Where directed by the HR Lead, issue HR documentation in relation to the employee lifecycle, such as employment contracts, contract amendments, and leaving letters.</p> <p>To assist with the recording of any staff sickness absence, chasing paperwork such as fit notes or return to work interviews, flagging any issues to the HR Lead.</p> <p>To take minutes in meetings as required by the HR Lead such as capability, disciplinary, grievance etc.</p> <p>To assist any member of the HR Department with administrative tasks where necessary.</p> <p>To take on projects as directed by the HR Lead.</p> <p>To cover for absent colleagues and undertake other duties commensurate with the grade</p> <p>To undertake any other reasonable duties commensurate with the grade as directed by the HR Lead.</p>
<p><b>Other Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.</li> <li>2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.</li> <li>4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>5. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> </ol>	
<p><b>Conditions of Employment</b></p>	<p>The post holder is required:</p> <ul style="list-style-type: none"> <li>• To support and encourage the Trust’s ethos and its objectives, policies and procedures, as agreed by the Trust Board.</li> <li>• To uphold the Trust’s policy in respect of child protection matters.</li> <li>• The post holder shall be subject to the National Agreement on Pay and Conditions of Service supplemented by local conditions as appropriate and all relevant statutory and institutional requirements.</li> <li>• At all times operating with the Trust’s Equal Opportunities Framework.</li> <li>• This post is subject to Enhanced DBS Disclosure</li> </ul>

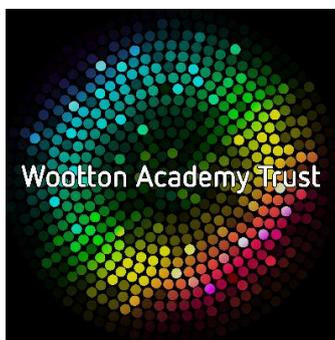
This job description is current at the date shown, however, in consultation with you, this may be changed by the HR Lead to reflect or anticipate changes in the job commensurate with the salary/grade and job title. The job description will also be reviewed annually.

**Signed:**  
**Post holder**

**Date:**

**Signed:**  
**Michael Gleeson, Executive Principal**

**Date:**



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## Person Specification

### Recruitment & HR Co-ordinator

	Essential	Desirable
<b>Qualifications</b>		
Educated to Level 2 English and Mathematics	✓	
Educated to degree level or equivalent experience	✓	
HR Qualification (e.g. CIPD Level 3 or above) or currently working towards	✓	
<b>Experience and Knowledge</b>		
Administrative experience of working in HR or Recruitment function	✓	
Experience of working in HR or Recruitment function within an education setting		✓
Knowledge of Safer Recruitment requirements and their importance	✓	
Knowledge of HR systems	✓	
Competent user of Microsoft Office and confident to learn and use new software	✓	
Demonstrably strong administrative and organisational skills	✓	
Demonstrably excellent written and oral communication skills	✓	
Experience of using Management Information Systems ('SIMS' is desirable)		✓
<b>Skills and Abilities</b>		
Listens well, communicates clearly and fluently	✓	
Ability to challenge and have difficult conversations		
Maintains confidentiality and discretion	✓	
Adapts to the team and helps to build team spirit	✓	
Relates well to people at all levels	✓	
Works productively in a high-pressure environment	✓	
Maintains a positive outlook at work	✓	
Focuses on customer needs and satisfaction	✓	

Sets high standards for quality and quantity of work	✓	
Works in a systematic, methodical and orderly way	✓	
Follows procedures and policies	✓	
Manages time effectively and able to multi-task to meet deadlines	✓	
Understand and demonstrate the importance of confidentiality and discretion	✓	
Detail orientated and able to take ownership of tasks and work with minimal supervision	✓	
<b>Personal Competencies and Qualities</b>		
Self-motivated, energetic and enthusiastic with a 'can do' attitude.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Professional and approachable	✓	
Excellent team player	✓	
Excellent attention to detail	✓	
Flexible to meet the needs of Wootton Academy Trust.	✓	
Willingness to work flexibly, travelling to various locations and working extra hours as necessary to meet the needs of the Trust	✓	
Aware of and committed towards equal opportunities	✓	
Commitment to continuous professional development.	✓	