

Job Title Recruitment Officer (Maternity Cover)

Reports to HR and Recruitment Manager

Job Purpose

Our Recruitment Officers work closely with the HR and Recruitment Manager and wider recruitment team to support the delivery of the school's resourcing strategy, to make sure that the candidate experience is as good as it can be, and that Hiring Managers are supported throughout the recruitment process. As Resourcing Officer, you will be involved in the coordination, implementation and delivery of a forward-thinking recruitment service, ensuring that talented people are attracted and selected efficiently and cost-effectively. You will also work closely with the wider HR team to ensure that all pre-employment checks are completed and that induction plans are in place for new joiners.

Key Tasks and Responsibilities

- Writing engaging and attractive job adverts and recruitment information packs;
- Placing adverts in locations which will generate the best responses – for instance this may include the school's careers site, online job boards, local media, social media platforms etc.;
- Proactively sourcing candidates, for example using job boards, social media, and professional networks;
- Developing criteria for longlisting and shortlisting candidates, supporting Hiring Managers to screen and sift applications in line with this criteria, and conducting screening and testing where relevant;
- Booking and arranging interviews with candidates and Hiring Managers;
- Undertaking interviewing and selection activities, including Safeguarding Interviews and assessing the candidate's employment history. NB your involvement will vary depending on the requirements of the role and needs of the Hiring Manager;
- Making offers to candidates and turning down applicants, by phone wherever possible, ensuring that helpful feedback is provided and the candidate experience is at the forefront of the process;
- Acting as a Super-User of the school's recruitment software (Tribepad, Applied and Big 5), ensuring that all information within the systems is up to date and accurate, and that the systems are being used the best of their functionality and that they work together harmoniously;
- Keeping the Vacancy Tracker up to date with all pertinent information;
- Helping the HR and Recruitment Manager to develop the school's careers micro-site and keeping information on the site up to date;
- Liaising with recruitment and employment agencies (such as Abacus) regularly and developing strong relationships with their teams, ensuring that they comply with school requirements before any individuals start temporary or permanent work with the school;
- Working closely with the wider HR team to:
 - Generate offer letters and relevant paperwork for candidates and make sure that their details are logged on the HR system (CIPHR).
 - Carry out recruitment checks for successful candidates and log these on our Single Central Register.
 - Create induction and onboarding plans for new joiners, including using CIPHR to support with digital onboarding and liaising with payroll, IT, Security and other internal stakeholders to ensure everything is set up in time for the new joiner's arrival.
- Answering queries and directing people to information;
- Identifying and attending Job Fairs to promote the school and our opportunities;
- Undertaking a variety of recruitment related projects as and when required to support the evolution and continuous improvement of the recruitment team;

Last updated: February 2023

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Supporting the wider HR team with other tasks as necessary to facilitate the smooth running of the department (e.g. support with mail merges and annual salary review processes);
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Skills and Competencies Required

To be successful in this role you will need:

- Significant previous experience working in a busy Recruitment Coordinator / Administrator position and juggling competing priorities;
- Good working knowledge of Microsoft Word, Outlook and Excel;
- Excellent communication skills – both written and verbal;
- Previous experience of working with an Applicant Tracking System;
- Experience of using InDesign and Social Media tools - LinkedIn/Facebook/Twitter/Instagram – would be desirable.

You may enjoy this role if:

- You have a 'can-do' attitude – you love getting stuck in and you're not phased by a heavy volume of work and fast changing priorities.
- You're a great communicator – you enjoy engaging with a variety of different people, you'll always try to meet face to face or pick up the phone rather than email if you can.
- You're flexible and have a keen eye for detail – you'll have to juggle lots of competing tasks so you'll enjoy having lots of different things on the go, and you're able to organise your time and to prioritise your to do list so nothing slips through the cracks.
- You like building relationships – you're able to develop strong, credible relationships with your internal Hiring Managers.
- You continually look for ways to improve systems and processes – we're keen to evolve and keep improving what we do, so you'll continually question the status quo and actively search for ways we can be more efficient and effective.
- You enjoy working in a team – we're a small team and we enjoy spending time together. We support each other as much as we can meaning we get involved in lots of different tasks, you'll be keen to operate in the same way we do, and you'll volunteer to get involved in areas that are outside of your normal recruitment remit.

Potential Career Progression

There is the opportunity to develop your career through a generalist HR or Recruitment route. For instance you could move sideways into an HR Officer role or upwards into a Recruitment Advisor or Recruitment Manager position with sufficient time and relevant experience.

Typical Working Pattern

- 9am – 5pm, Monday to Friday with one unpaid hour for lunch;
- 52 weeks per year;
- 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days).

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Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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