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| **Job Title** | Recruitment Administrator |
| **Reports to** | Recruitment Manager |

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| **Job Purpose** |
| The Recruitment Administrator works closely with the Recruitment Manager and wider recruitment team to support all recruitment activities, ensuring that the candidate experience is as good as it can be and that Hiring Managers are supported effectively. As Resourcing Administrator, you will primarily be involved with the administration involved with recruitment, such as posting job adverts, shortlisting and scheduling interviews, as well as engaging with candidates and undertaking safeguarding interviews. You will also work closely with the wider HR team to ensure that all pre-employment checks are completed and appropriate paperwork is generated. |

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| **Key Tasks and Responsibilities** |
| * Placing job adverts in an accurately and timely fashion as directed. For instance, this may include the school’s careers site, online job boards, local media, social media platforms etc;
* Supporting Hiring Managers to screen and sift applications against pre-defined criteria, and conducting ‘first stage’ screening where relevant;
* Booking and arranging interviews with candidates, Hiring Managers, and other members of the recruitment team;
* Playing a role in the interview process, in most cases this will involve conducting Safeguarding Interviews, and assessing the candidate’s employment history;
* Double checking employment history forms completed by other members of the recruitment team. This includes ensuring that all required information is passed along to the generalist HR team in a timely fashion to expedite the pre-employment checking process and in line with the school’s data protection expectations;
* 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;
* Using the school’s recruitment software (Tribepad), ensuring that all information within the system is up to date and accurate – this includes, but is not limited to: ensuring all candidates receive a response to their applications in a timely manner, that jobs are properly closed off, that individuals who do not have the right to work in the UK are processed in line with our procedures;
* Keeping the Vacancy tracker up to date with all pertinent information;
* Answering queries and directing people to information;
* 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;
			* Help onboard new joiners, e.g. liaising with payroll, IT, Security and other internal stakeholders to ensure everything is set up in time for the new joiner’s arrival;
* Supporting the wider HR team with other tasks as necessary to facilitate to smooth running of the department (e.g. support with mail merges and annual salary review processes);
* Demonstrating a clear commitment to safeguarding and promoting the welfare of children including, but not limited to: completing the regular and required safeguarding training, and keeping abreast of safeguarding updates published by the school;
* Complying with all school-related and legislative requirements in relation to handling confidential and sensitive information;
* Demonstrating commitment to, and the promotion of, equality, diversity and inclusion.

With more experience you may also:* Support the recruitment team with writing engaging and attractive job adverts and recruitment information packs;
* Create shortlisting matrices for Hiring Managers to use based on the requirements of individual jobs;
* Create new job and advert templates on Tribepad;
* Support Hiring Managers with interviewing, depending on the requirements of the role and needs of individual Hiring Managers;
* Undertake recruitment related projects as and when required to support the evolution and continuous improvement of the recruitment team;
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| **Skills and Competencies Required** |
| To be successful in this role you will need:* Previous experience working in a busy administrative 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 in a recruitment or HR team would be highly advantageous.

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 both within the HR team and the wider school;
* 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.
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| **Potential Career Progression** |
| For those looking for an administrative career there is scope to move into administrative and secretarial roles within other school departments. There is also the opportunity to develop your HR career and to move sideways into an HR Administrator role or upwards into a Recruitment Officer or HR Officer position with sufficient time and relevant experience.  |

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| **Typical Working Pattern** |
| * 9am – 5pm, Monday to Friday with one unpaid hour for lunch;
* 52 weeks per year;
* All annual leave, plus any days given in lieu, must normally be used during the school holiday periods. NB When bank holiday fall within a school term period, this is considered to be a working day and a day off in lieu will be given.
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