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

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| **Job Purpose** |
| The Recruitment Coordinator works closely with the Recruitment Manager to support the delivery of the school’s resourcing strategy and 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 Coordinator, 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 in particular to ensure that all pre-employment checks are completed and that induction plans are in place for new joiners. |

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| **Key Tasks and Responsibilities** |
| * Supporting the Recruitment Manager to write 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.
* Working with the Recruitment Manager to proactively source candidates, for example using job boards, social media, and professional networks.
* 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 and Hiring Managers.
* Playing a role in the interview process. NB your involvement will vary depending on the requirements of the role and needs of the Hiring Manager.
* Conducting Safeguarding Interviews as required.
* Making offers to candidates and turning down applicants, 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.
* Helping the Recruitment Manager to develop the school’s careers micro-site and keep 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.
			* Help 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.
* Working with the Recruitment Manager to identify and attend 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.
* 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).
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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 and / or with an Applicant Tracking System would be highly advantageous.
* Experience of using Social Media tools - LinkedIn/Facebook/Twitter/Instagram is also 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.
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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 an HR Officer or Recruitment Manager position with sufficient time and relevant experience.  |