Job Profile

Role:	**Recruitment Co-ordinator**
Reporting to:	Head of Recruitment & Talent Management
Location:	LAT Head Office – Human Resources Department

Leigh Academies Trust is an organisation that believes our people are our most important asset. It is through their performance that we achieve the success that shapes the lives of our students and transforms the communities that we serve. Everyone that works for us plays a vital part in achieving this no matter what role they do, and this role is no exception.

Key Purpose: Under the direction of the Head of Recruitment, you will work closely with Principals and hiring managers across all LAT academies and central services and provide the best possible recruitment service to ensure we attract, appoint and retain high-quality staff. You'll be responsible for a wide range of duties spanning the full recruitment cycle, with constant interaction with candidates and hiring managers to ensure we offer a seamless, cost-effective and efficient recruitment process. You'll also be a main point of contact for the wider HR Department regarding all on-boarding processes and queries.

Mirroring the existing work and processes undertaken by the Resourcing Co-ordinator, you will not only provide support in sourcing high-quality teaching staff during peak windows, you will also find and nurture teaching/academy support and business talent across the South East/Kent region, ensuring that all of our vacancies are resourced with high calibre professionals. Particularly for hard to fill roles, roles of seniority and volume roles, in the majority of cases this will be done by passive candidate searching, networking and talent pooling. You will act as the main point of contact for candidates considering a role in the Trust and build, grow and maintain a database of talent for the future.

Expected Performance:

Advertising

- Upon receiving approval from the Head of Recruitment, you will support with creating, uploading and editing all adverts via our Applicant Tracking System (ATS). This includes;
  - developing text and media content for all adverts with a human-centred approach
  - calculating salaries using appropriate scales and calculators, and to advise hiring managers/Finance Managers of such information for budget purposes
  - creating and adapting job descriptions and person specifications to suit each role, taking into consideration the required consistency across the Trust but also the uniqueness of each academy
  - liaising with relevant members of the Talent Team to ensure adverts are uploaded on all relevant external platforms, including social media
  - throughout all advertising activities, you will adopt a creative manner to maximise candidate attraction and ensure we are an employer of choice
  - work with the Head of Recruitment to develop, evaluate and improve our Employer Value Proposition, undertaking necessary tasks to bring this to fruition
- Undertaken trials for new/existing advertising platforms and updating the Head of Recruitment on their key features, successes and cost implications

Resourcing and attracting talent

- You will find high calibre candidates for a variety of support and business roles through CV databases, social media, networking, referrals, events, etc. and encourage the submission of applications, turning passive candidates into active candidates and supporting them through the recruitment process
- Plan, co-ordinate and attend LAT-hosted recruitment-related events across all segments including support/business staff, apprenticeships, graduates, Trainee Teachers, NQTs and experienced teachers
- Book places at various external events across all segments including support/business staff, apprenticeships, graduates, Trainee Teachers, NQTs and experienced teachers
- Screen and register candidates undertaking phone interviews / meetings (including drop-ins) / pre-interviews wherever necessary

- You will nurture long-term candidates by getting to know them, understanding their aspirations and marketing the Trust to them over a period of time
- You will build a range of talent pools using our database to effectively map all of the suitable candidates in the local geographic area
- In the rare instance that recruitment agency services are used, you will negotiate best-value terms ensuring that budget constraints are adhered to whilst maintaining quality of service/candidates

Recruitment and selection processes

- Create and adapt shortlisting and interview materials for Principals and hiring managers, and collate completed materials to ensure we are GDPR compliant. You'll also take an active role in shortlisting and providing advice throughout the selection process
- To sit on interview panels and lead selection days as requested/required by hiring managers, and to offer advice and feedback to reach a decision (Safer Recruitment Training must be completed and kept up-to-date at all times – this will be provided by LAT)
- Build excellent working relationships with the senior leadership teams and key hiring managers at each of our academies in order to effectively understand and respond to their recruitment requirements
- To produce recruitment-related documents, data reports/analysis for a variety of uses, as requested by the Head of Recruitment to support decision making and strategic planning

General activities

- Play a crucial role in continuously offering ideas/suggestions to ensure we continue to evolve our recruitment processes; researching and staying up-to-date with competitors and other organisations across all sector, making suggestions on how we can incorporate elements into our own process and practice
- Attend meetings with/in place of the Head of Recruitment; these may be at LAT academies or with external contacts/partners, and the nature of the meetings will vary (full briefing will take place before any meetings)
- You will work as a member of the wider HR team getting involved in a broader range of activities designed to recruit, retain and engage our people
- To support the Head of Recruitment in any other necessary tasks and activities as requested, particularly during peak windows throughout the academic year

Person Specification

To perform well in this role, our successful candidate will;

- Have excellent communication skills, both written and oral, and excellent interpersonal/soft skills, e.g. tact, sensitivity, ability to listen, to be assertive when necessary
- Have the ability to be discreet and maintain high levels of confidentiality
- Have a genuine passion for working with and on behalf of a variety of people
- Be confident approaching candidates to market the Trust as an employer of choice
- Be able to cope with pressure and various deadlines, adopting a resilient mind-set
- The ability to work quickly, flexibly, effectively and positively in response to requests made/changed at short notice
- The ability to contribute to and work effectively within a team environment
- Expertise in using and maintaining database(s), including the production of reports – or the willingness to learn these skills
- Have broad IT skills, including knowledge of social media platforms
- Have the ability to prioritise, work autonomously using your initiative and manage your own workload/diary; **this is essential**
- Previous HR experience and/or significant in-house recruitment experience is strongly advantageous.

As a Trust we feel it is important to hire with the right attitude which is why will be looking for someone that is enthusiastic, focused, committed, reliable and resilient to the day to day pressures that a busy in-house recruitment function brings. This job description is not exhaustive and the successful candidate must be open-minded to new and changing responsibilities as the Trust continues to grow, with a keenness to be involved in various relevant elements of the business.