



Job Description for Recruitment & Workforce Development Lead

Job title	Recruitment & Workforce Development Lead (Funded CIPD Level 5 development)
Location	Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbotts SG12 8EH
Hours	Monday – Friday 08:30-17:00 (37 hours per week)
Salary band	H6 £30,515 – H7 £35,570
Contract type	Permanent, full-time (52 weeks)
Reports to	HR Manager / Senior Leadership Team

This job description outlines the main duties and responsibilities of the post and is not exhaustive. The post holder may be required to undertake other reasonable duties as needed. The role and job description will be reviewed regularly to support the school's improvement plan. Amwell View School currently employs 140 staff, with staffing expected to grow to approximately 220

1. Introduction

1.1 You are accountable to the Executive Headteacher, Senior Leadership Team and the Governing Body.

1.2 Amwell View is a rapidly growing specialist SEND organisation. The role is central to building a sustainable workforce pipeline capable of meeting current staffing needs and planned growth.

1.3 The postholder will bring strong recruitment expertise and will be supported to develop broader HR knowledge and practice through structured experience and a funded CIPD Level 5 qualification.

2. The role of the Recruitment & Workforce Development Lead

2.1 To provide comprehensive support to the HR Manager. To support HR in attracting, recruiting, and retaining high-quality staff, while managing professional development.

2.2 Act as primary coordinator for the recruitment life cycle. This includes creating job description, specifications, and salary benchmarking.

2.3 To work closely with the HR Manager and school Bursar

2.4 To manage job postings, tracking applicant progress and supporting candidates.

3. Key areas of responsibility

- Manage the end-to-end recruitment process, including advertising, screening, interviewing, onboarding, and candidate engagement.
- Develop targeted recruitment campaigns for difficult-to-fill roles and widen sourcing beyond the traditional Teaching Assistant market
- Build and maintain talent pipelines to ensure a sustainable workforce and reduce reliance on reactive recruitment practices
- Strong organisational skills with the ability to manage multiple priorities



- Establish and maintain a live talent pool of prospective candidates to support future workforce needs.
- Build strong relationships with universities, colleges, training providers and community organisations to widen recruitment opportunities
- Support retention initiatives by analysing workforce trends and recommending strategies to improve employee engagement and career development
- Develop and coordinate apprenticeship, placement, graduate and early career pathways to grow specialist expertise internally
- Act as the operational lead for recruitment agency relationships, working with the HR Manager and senior leaders to improve quality, value and consistency
- Manage the induction process, probation periods for all new staff
- Point of contact for all staff – particular support staff
- Manage absence requests and classroom/lunchtime cover arrangements
- Monitor and manage staff absence in line with school policy, produce weekly absence reports, and coordinate trigger point meetings
- Prepare correspondence and attendance plans
- Confident using technology and digital systems to improve efficiency and outcomes
- To ensure exit interviews are conducted with staff
- Prepare and submit the school workforce census within defined timescale
- Maintain personnel and employee relations records.
- Assist the Executive Headteacher / SLT as required with attending meetings / taking notes
- Organise maternity / paternity risk assessments
- Assist with HR meetings, correspondence, and administration as appropriate, seeking advice from the HR Manager and specialist external HR support where required.
- Contribute to staff wellbeing, engagement, and workforce development activity. Help to organise events around staff wellbeing

Management of staff and resources:

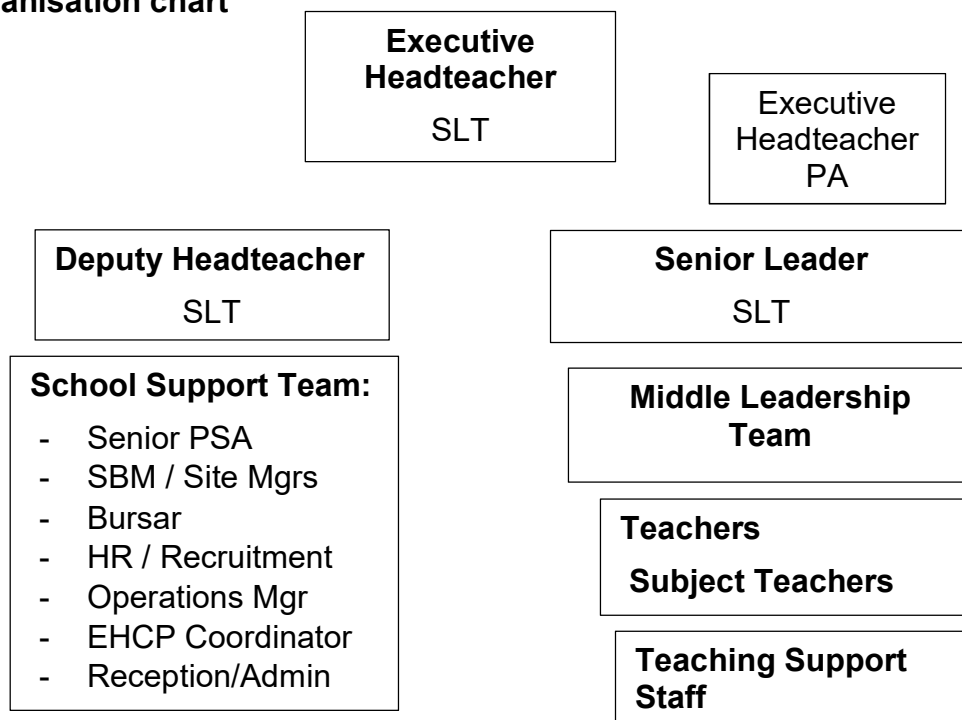
- Direct, supervise and provide support across the school
- Support staff recruitment and development
- Monitor quality and standards of the school environment and resources

Knowledge, experience and training

- Experience supporting recruitment, including pre-employment checks
- A commitment to developing broader HR knowledge and completing the funded CIPD Level 5 qualification.
- Background in HR, recruitment, customer service, or business development; education sector experience desirable. Knowledge of HR procedures desirable
- Effective staff leadership and management
- Strong organisational and administrative skills
- Ability to maintain confidentiality
- Friendly and approachable with excellent interpersonal skills
- Strong communication and relationship management skills



4. Organisation chart



5. Accountabilities

5.1 The jobholder is managed by the Executive Headteacher, with whom there is likely to be daily contact. The jobholder will work under the direction of the current HR Manager. The jobholder is assisted by 4 administrative staff.

5.2 You are required to:

- Help safeguard the health, safety and wellbeing of pupils and staff
- Ensure fair, respectful and inclusive treatment of all pupils and staff

6. Equalities

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

7. Health and safety

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

8. Disclosure and barring service

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire



County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

9. Safeguarding children and safer recruitment

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.