

Job outline

Job title:	Recruitment Officer – (Schools)
Job ref:	HFL1185
Hours:	37 hours per week, term time only plus 2 weeks
Salary band:	Band 4 - £23,500 p.a. (pro rata for part-time)
Contract:	Permanent
Reports to:	Head of School Recruitment
Team:	Business Services Directorate
Location:	Head Office – Stevenage

Our company

Herts for Learning Ltd (HfL) is the UK's largest Schools Company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides flexible, high quality teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. As a not-for-profit company, dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

Job context

The role of the Recruitment Officer forms part of the Recruitment Team for HfL encompassing the three strands of Leadership Recruitment, candidate assessments and the Teach in Herts subscription service for schools. This role will specialise in Leadership Appointments but will work as part of a team to ensure all services are running smoothly.

Purpose of the job

The role of Recruitment Officer is crucial in ensuring we provide recruitment expertise and guidance to both our internal and external customers. This will be delivered through a timely service which is customer focused, is creative in the use of social media, marketing and online tools and is confident in exploring all the systems and

processes to underpin the provision of an efficient service. The officer will be able to develop their skills and knowledge and be kept up to date with the latest employment law and safer recruitment guidelines.

Main areas of responsibility

- To provide excellent customer service to all schools, governors and potential Teach in Herts candidates throughout all stages of the recruitment process
- To be a creative and expert user of recruitment tools available to increase attraction of candidates to the service
- To be fully conversant with the latest safer recruitment and employment law guidelines to ensure the service provides a fully compliant service
- To develop great working relationships with governors, schools, agencies and all service users which enhance the customer experience
- To be flexible and knowledgeable and able to respond to queries across all strands to cover peak periods and holidays in each of the services
- To provide training and support to colleagues working within the service and beyond to allow them to become quickly conversant with systems and working practices

Specialist areas of responsibility

- To be the lead on the HfL Leadership Recruitment strand providing recruitment guidance and advice to Chairs of Governors (CoGs) and HfL HIPs / DSEAs on the full cycle of the recruitment, sourcing and assessment process for Headteachers and Senior Leaders within schools
- To promote to CoGs the leadership recruitment options available and additional services that are available to generate income for the service through presentations and training. This will require occasional evening working and some travel within Hertfordshire.
- Create, plan and monitor a booking system highlighting capacity available for leadership recruitment to ensure the workflow is deliverable. Contact the Business Management service to source additional capacity at peak times.
- Daily monitoring of the process stages that each school is at, prompting colleagues to action to keep the recruitment progressing

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- Be confident to lead recruitment meetings in schools with CoGs for the Enhanced Recruitment Service for all stages of the process from the initial meeting, shortlisting and the assessment day as required
- Ensure safer recruitment practices are followed throughout by all parties
- Become an expert user of social media to source and attract candidates to Leadership Recruitment roles and be able to identify job boards which you believe are suitable for leadership roles
- Is able to analyse the effectiveness of the service by the production of monthly statistic and financial reporting to the Head of Recruitment in preparation for billing via HfL finance team to schools.
- To manage all other aspects of the Leadership Recruitment Service including the shared inbox, shared drives and the delegation of work to colleagues as required
- To liaise effectively with the Head of School Recruitment and the Recruitment Officers to identify when additional support will be required to deliver the service at peak times

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

Knowledge

Experience of recruitment processes in any context

Familiar in the use of social media as a communication and recruitment tool

An understanding of HR systems and processes and the context of recruitment

Experience

Expert in working with administrative procedures and practice in an office team

Used to working in either an internal or external customer facing role

Experience of working effectively on numerous projects in a fast paced environment

Proficient user of Microsoft Office programmes and other office systems

Skills and abilities

- Enthusiastic, flexible, reliable, capable of working alone or as part of a team
- Able to deliver a positive and proactive customer experience on every occasion
- Highly organised, resourceful and able to offer and implement effective solutions
- Demonstrates a real desire to learn and develop to meet the needs of the service
- Comfortable presenting to groups of people
- The ability to remain calm under pressure and keep deadlines on track
- Confident when dealing with Chairs of Governors and Senior Colleagues on visits without support

*** Must have a full clean driving licence and regular access to a car to undertake school and governor visits and training***

For an informal discussion regarding the role, please contact Anne Taylor, Head of Recruitment on anne.taylor@hertsforlearning.co.uk to identify a suitable time to call.

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APPLICATION PROCESS

In order to apply for this role, please visit:

www.hertsforlearning.co.uk/content/working-for-us

Please download and complete the HfL application form and supporting statement explaining why you are applying and how you meet the requirements of the job outline and person specification. Please keep your supporting statement to a maximum of two sides of A4.

For application queries, please contact our Recruitment Team on 01438 844786 or hfl.recruitment@hertsforlearning.co.uk

Closing Date: Wednesday 30th August 2017 (midnight)

Interview Day: Friday 8th September 2017