



Job Title	HR/Recruitment Assistant
Grade	Scale 4 Point 7-8
Reports to	Head of Human Resources
Liaison with	School Leaders/Office Team Leads/Head of Human Resources/Academy Personnel
Job Purpose	To provide a quality recruitment service in alignment with formal CIPD practice in addition to Trust policies and procedures.
Principal Accountabilities	<p>To consult with key stakeholders to co-ordinate all areas of recruitment administration, acting as a main point of contact for initial enquiries and supporting candidates through the recruitment journey. You will provide support across the full recruitment cycle, selection process and on-boarding, ensuring that we offer a first-class candidate experience that is efficient, professional and informative.</p> <p>To maintain a high standard of Recruitment administration in compliance with the Trusts' HR Policies and Procedures.</p> <p>To capture data for Learning Pathways informing CPD, Performance Management and Succession Planning.</p>
Duties	<p>Recruitment</p> <ul style="list-style-type: none"> • Responsible for recruitment across all academies and Trust, in accordance with the Trust Recruitment Policy and Procedure in Liaison with the Academy Headteachers and Office Team Leaders. • Maintain and update an electronic media library for marketing and advertising, ensuring we have a variety of content that's interesting and relevant. • Maintain and update an electronic media library for Job Descriptions and Person Specifications for positions across the Trust. • Ensure Recruitment Instruction is signed off prior to advertising. • Be the first point of contact for candidate queries and other incoming queries in a timely manner via email, phone or in person, providing useful information and ensuring there is a resolution, escalating the query to the Deputy Human Resources Manager when necessary. • Shortlist applicants ensuring compliance with safer recruitment and ranking pertaining to position. • Support the candidate selection process by arranging interviews and sending confirmations to applicants, compiling interview paperwork for the panel such as tasks and questions, gather and upload interview notes/feedback provided by the academies. • To ensure all online checks and administrative processes are in

	<p>place and maintained to ensure we comply with Keeping Children Safe in Education guidance.</p> <ul style="list-style-type: none"> • To administer the financial processes such as raising Purchase Orders for the online DBS charges that apply. • To maintain Recruitment and New Starter logs. • On a weekly basis update the Recruitment and Supply Flashboards for Headteachers, Head of Human Resources, Chief Financial and Operating Officer and CEO. • Administer the data cleansing process for leavers inline with the Trusts Retention Policy ensuring we are compliant. <p>Safer Recruitment</p> <ul style="list-style-type: none"> • Perform HR Phase 1 Inductions for all new staff in accordance with the safer recruitment process. • To ensure on-boarding administration is completed within the required timeline; to include references, medical clearance and processing of DBS application for new Staff and Directors. • To maintain and update the Single Central Record for existing staff in all Academies and the Trust. • Creating and maintaining essential information including references and DBS data, ensuring accurate data capture. <p>Learning Pathways Tracker</p> <ul style="list-style-type: none"> • Capture data for Learning Pathways informing CPD, Performance Management and Succession Planning <p>General</p> <ul style="list-style-type: none"> • Manage and prioritise workloads on a daily basis to ensure the smooth running of Recruitment in accordance with the Head of Human Resources and HR calendars. • Undertake filing on a regular basis and any archiving when necessary. • Ensure that all correspondence and documents created are saved correctly on the HR Shared Drives following HR Shared Dashboard guidance and guidance from the Head of Human Resources. • To update Recruitment and Inclusivity KPI information on a monthly basis for the Head of Human Resources so that the data can be shared with the CEO and Directors. • Assist with any ad-hoc projects as and when required. • Attend all relevant HR Team or Recruitment meetings and provide input. • Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary.
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	<ul style="list-style-type: none"> • Ensure that all aspects of data protection and confidentiality are maintained at all times. • Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future. • Ensure a high standard of effective Recruitment support is provided across the Trust and academies at all times. • Maintain and update personnel files, Civica and ScholarPack for staff ensuring accurate and current information, including setting up new staff members. • Provide support to the Head of Human Resources and Deputy Human Resources Manager in relation to case work as and when required, this includes confidential administration work. • Work with the Head of Human Resources, Payroll Manager and Deputy Human Resources Manager to ensure staff contracts are accurate and current. • To provide support to the Head of Human Resources as and when required.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive, the post holder may be required by the Head of Human Resources to carry out appropriate duties within the context of the job, skills and grade.</p>