



Job Outline

Recruitment Officer

Responsible to: Trust HR Manager
Salary Grade: Local Government Scale 7
Full time/Part time: Ideally 37 hours per week, 52 weeks per year, but will consider applications for those who can offer fewer hours and/or weeks

Job Purpose

To provide operational Recruitment guidance and support to managers and employees across the Trust. Dealing with all aspects of the recruitment, selection and appointment of staff; Working with Trust Human Resources (HR) Manager and Employee Relations (ER) Manager to ensure implementation of Recruitment policy; Assist and support the HR Manager with implementing the Trust HR/Recruitment Strategy; and managing a small team of HR Assistants.

Special Features:

The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role as needed and/or at the request of the CEO and Headteachers.

The post holder's main place of work will be the Trust's office at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea, but travel to other academies within the Trust may be required.

Key Responsibilities

- Support the ER Manager and Trust HR Manager in providing operational support and guidance to Headteachers in all aspects of Recruitment.
- Support the ER Manager and Trust HR Manager in ensuring that the Trust wide Recruitment policy and practice are fully implemented.
- Accountable for the recruitment process including producing job descriptions, preparing interview questions, job advertisements, longlisting and shortlisting candidates, collecting references, developing a scoring matrix, advising interview panels and ensuring all necessary employment checks, safeguarding, visas, right to work and any other regulations are completed throughout the process.
- Manage a small team of HR Assistants, undertaking key aspects of the line manager role including the annual performance management review (PMR) process and regular 1-to-1 meetings.
- Provide a prompt, effective, efficient and flexible HR and Recruitment service to employees and managers across the Trust, including developing the use of the online recruitment module.
- Support the HR Assistants in producing and issuing accurate documents such as contracts of employment for all staff, contract changes, leaver letters and any other documents in a timely manner
- Support the Trust HR Manager in ensuring that all necessary checks, safeguarding, visas, right to work and any other regulations are in place for visitors, volunteers, contractors and supply staff.



- Liaise with the Payroll team to ensure all relevant pay related changes are communicated in a timely manner.
- Work collaboratively with HR Officers and schools to ensure that all job descriptions and person specifications are up-to-date for advertised posts.
- Oversee the maintenance of recruitment files, ensuring that staff related information is entered on the Trust's management information system.
- Support the Trust HR Manager and HR Officers in ensuring that the Single Central Record for all staff is maintained, accurate and up-to-date.
- Ensure compliance with the General Data Protection Regulations.
- Fully engage in, and contribute to, team meetings and the development of the HR function.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion with the Trust HR Manager and will be reviewed annually.

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