**Recruitment Manager**

**Role:**

The Internal Recruitment Manager is an integral role within the HR team. Your role will be to lead the Trust’s recruitment and selection process, to ensure attraction and retention of the highest quality colleagues. You will be responsible for ensuring compliance with employment legislation and Trust policies and helping the Trust secure talent in a timely, efficient & cost-effective manner while promoting diverse & inclusive hiring practices. The Recruitment Manager will have responsibility for the entire hiring process, embodying company values throughout and supporting inclusive hiring practices. You will help review, implement, and improve the company’s recruitment processes and manage the sponsorship program for overseas workers.

**Overview:**

Provide an efficient, effective and customer focused recruitment service which supports all aspects of an employee’s appointment and induction into the school.

**Recruitment and Staffing:**

1. To lead recruitment campaigns for approved roles e.g. ensuring internal forms are completed, liaising with managers, placing adverts, setting up interviews and interview schedules, copying application forms, and sending regret letters/emails.

**Compliance and Safeguarding:**

1. To be familiar with and comply with the Safer Recruitment policy.
2. To work with the HR team and ensure that the SCR (Single Central Register) is kept up to date and that there are no gaps in information.
3. Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
4. manage the sponsorship program for overseas workers.
5. To ensure that all essential checks are completed for new members of staff (e.g. Disclosure and Barring Service, health questionnaires, references, proof of eligibility to work in the UK) are carried out for new members of staff.

**Candidate Attraction:**

1. Provide a highly professional and positive candidate experience to all applicants, regardless of personal characteristics
2. Research, devise and continuously monitor and review appropriate recruitment strategies and methods, ensuring that vacancies are filled cost effectively with high quality candidates.
3. Ensure that candidates are drawn from all sectors of society regardless of gender, ethnic origin, disability, sexuality or age
4. Remain up to date on hiring trends, implement creative hiring strategies and run new initiatives to build a pipeline of top-quality recruits.
5. Focus on digital campaigns and talent attraction initiatives to identify, engage, educate and evaluate candidates from all geographies.
6. Manage the internal job applications process including maintaining the recruitment staff hub and driving internal awareness of opportunities for development and advancement.
7. Assist in the designing of and implementing of an employee referral program
8. Participate in job fairs to boost Trust’s employer reputation
9. Manage Employee Open Days, working collaboratively with the marketing, leadership and catering teams to ensure events are successfully run and effective.

**Process Management:**

1. Screen resumes and applications and update candidates on hiring processes
2. Interview candidates during various hiring stages, including phone, first-round and second-round interviews
3. Design effective screening methods and high-quality interview packs for hiring managers
4. Help hiring managers evaluate candidates based on their interview and assignment performance
5. Assist Hiring Managers with Determining qualification criteria for each position
6. Update job descriptions to ensure accuracy in hiring
7. Provide interview feedback, when necessary and appropriate
8. Develop a deep understanding of the Trust’s core values and key competencies necessary to roles.
9. Assess interview processes on an ongoing basis to ensure we are hiring the best possible talent.
10. Train new interviewers on evaluating talent.
11. Candidate conversion: focus on candidate experience to convert top talent to hires
12. Own the candidate management and administrative processes in partnership with the HR Team, such as: screening applications and assessments, scheduling interviews, communicating with candidates, generating offer letters, and preparing candidates for onboarding.

**External Relationships:**

1. Establish and manage relationships with external recruiters.
2. Ensure suppliers are working effectively, with cost effective supplier agreements defined.

**Stakeholder management:**

1. Act as a trusted partner to hiring managers and leadership team members to identify hiring needs and key candidate profiles.
2. Partner with the leadership team, hiring managers and other stakeholders to continuously refine our employee value proposition and position in the marketplace.
3. Collaborate with hiring managers to write job ads for current openings
4. Ensure recruiting managers receive regular progress updates on the status of their recruitment campaigns, including the status of employment checks and anticipated start dates.
5. Ensure line managers are engaged and complete the induction process for new members of staff; to support as necessary. To “check in” regularly with new staff and to support as needed.

**Employee Onboarding:**

1. To manage the induction process for all new starters and work closely with line managers to ensure they understand induction responsibilities and requirements for new starters.
2. To help deliver employee inductions on a termly basis for both support and teaching staff.

**Assessment Design and Delivery:**

1. Design and deliver rigorous assessment tools
2. Ensure that the current assessment methods are fit for purpose and design and develop new assessment programs that best identify top talent

**System Usage:**

1. To work with the People team on setting up, developing, customising and rolling out a new integrated HR, Recruitment and Payroll database.

2. To maintain up to date knowledge of the system and processes as necessary.

3. Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required

**Health and Safety:**

1. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
2. Understand and be committed to the Trust’s Health and Safety Policy statement and policies.

**Equality, Inclusion and Diversity:**

1. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
2. Be familiar with and promote the Equality and Diversity Policy.