



JOB DESCRIPTION

JOB TITLE	Recruitment Officer
DEPARTMENT/SECTION	HR
LINE MANAGER	Bursar
RESPONSIBLE TO	Executive Assistant to the Bursar
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training. Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
<p>The HR department consists of a HR Officer and a Recruitment Officer providing HR support to the Senior School, Preparatory School and Sylvestrian Leisure Centre. The School currently employs approximately 380 full-time and part-time teaching and support staff including coaches and visiting music teachers.</p> <p>The department provides a range of HR services to the organisation including recruitment, performance management and employee relations. There is scope for developing processes and systems and the service that the HR department provides to the whole School.</p> <p>Recruitment forms a large part of the regular workload of the department and is an essential service to the School. Safer recruitment procedures and regulatory compliance are a core feature of the department's work. The Recruitment Officer is expected to take a lead in managing the various stages of the recruitment process, providing a friendly and professional service, in order to attract high quality applicants.</p> <p>The person appointed is expected to work closely with Senior Leadership colleagues to develop processes to ensure effective recruitment in line with Forest School's strategic aims.</p>	
KEY RESPONSIBILITIES <ul style="list-style-type: none">• Managing and coordinating the recruitment process across the school.• Liaising with key stakeholders to draw up job descriptions, person specifications, adverts and interview dates for vacant positions.• Place adverts for vacancies with TES, school website and other outlets as appropriate to the role to maximise coverage and attract high quality applications.• Acknowledge applications and answer queries from applicants in a timely, friendly, professional manner commensurate with the culture of the School.• Check applications as received and resolve queries prior to review by the shortlisting panel ensuring that the equal opportunities monitoring form is completed by all candidates.• Arrange interview schedules working with relevant managers and staff as appropriate to the role.	

- Make all logistical arrangements for interview days including room bookings, catering, IT arrangements, lesson requirements, tour guides.
- Invite shortlisted applicants to interview.
- Work with key stakeholders to ensure interview candidates have accurate and relevant information in advance of the interview day.
- Take up references prior to interview and check thoroughly against application form.
- Conduct online search of shortlisted candidates
- Prepare and distribute interview packs for interview panel members.
- To act as host on the interview day to ensure that candidates feel welcomed, relaxed and able to perform to the best of their ability on the interview day.
- Check and copy candidate documents on the interview day.
- Responsible for correspondence to all candidates throughout the recruitment process.
- Retain and archive unsuccessful applications for 6 months alongside relevant interview notes.
- Manage the Recruitment inbox, liaising with colleagues to answer general recruitment queries as appropriate.
- Maintain annual recruitment information including adverts placed and applications received.
- Input information from equal opportunities form and produce an annual report for review by the Senior Leadership Team.
- Manage the recruitment budget.
- Attending necessary meetings and School events including occasional evenings and weekends.
- Ensure correct GDPR processes are followed
- Any other duties as reasonably required by the Bursar, Warden or Head of the Preparatory School.

In conjunction with the HR Officer:

- Put together new personnel files.
- Ensure that all pre-employment paperwork is completed and returned.
- Ensure all pre-employment checks are completed prior to commencement of employment.
- Maintain the new starters checklist.
- Filing of all relevant paperwork and checks.
- Liaise with other colleagues to ensure that all relevant colleagues are aware of new starters.
- Assist with ensuring all necessary information is updated on the Single Central Register.

TERMS AND CONDITIONS:

- Salary: Commensurate with role and its responsibilities
- Hours: Full time, Monday to Friday. Term time hours: 08.00 – 17.00. School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events.
- Holiday: 30 days holiday plus statutory English public holidays (holiday to be taken during the School holidays by agreement).
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities