



Newquay Tretherras

Recruitment / HR Administrator

Job Description & Person Specification

www.celtrust.org



Job Description

Purpose of the Post:	To support the Trust's recruitment of staff and volunteers with all areas of recruitment administration, acting as a main point of contact for initial enquiries and supporting candidates through the recruitment journey.
Reporting to:	Executive Headteacher and HR Lead
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade F
Hours:	37 hours per week term time only plus 12 additional days. A flexible approach to working hours is required.

Principal Responsibilities:

- ❖ Preparing job descriptions, person specification and adverts to a high standard
- ❖ Advise on advertising options - monitor cost and success of advertising mediums
- ❖ Advertise on the Trusts website, various social media channels and all other relevant recruitment platforms
- ❖ Be the first point of contact for candidate queries and other incoming queries
- ❖ Maintain recruitment activity records
- ❖ Support the candidate selection process by arranging shortlisting, interviews and sending communication to applicants
- ❖ Compiling interview paperwork for the panel such as tasks and questions, corresponding with candidates on the outcome of applications/interviews
- ❖ Attend and minute interviews where appropriate
- ❖ Record and upload interview notes/feedback

- ❖ Carry out the onboarding process for new recruits, ensuring all administrative processes are completed and maintained, complying with Keeping Children Safe in Education statutory guidance
- ❖ Support and participate in Trust and School recruitment events
- ❖ Provide new starter information to Payroll
- ❖ Add new employee records to SIMS and the Newquay Tretherras' Single Central Record, where appropriate.
- ❖ Issue contract of employment on completion of all recruitment checks
- ❖ Send the induction programme to new staff and their Line Managers
- ❖ Provide general administration support to the HR Officer and Trust HR Team

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Good level of education (including Maths & English GCSE C/4 or equivalent) 	<ul style="list-style-type: none"> • HR or recruitment related qualification 	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> • Experience of working maintaining manual and computerised records, and Management Information Systems (MIS) • Excellent levels of numeracy and literacy • Excellent administration, organisation and time management skills. • Ability to communicate effectively in sensitive and confidential situations • Ability to provide guidance and advise on policy and process • Ability to prioritise own workload • Excellent attention to detail to produce high quality documents whilst working to tight deadlines. 	<ul style="list-style-type: none"> • Delivering frontline HR advice and guidance • Experience in a school or college office environment. • Excellent ICT skills; sound working knowledge and experience of using Word, Excel and PowerPoint. 	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of recruitment processes • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 	<ul style="list-style-type: none"> • An understanding of Keeping Children Safe in Education 	Application form/Interview
Values Related Qualities	<p>A commitment to promoting the ethos and values of CELT:</p> <ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview

