

Job Description & Person Specification

Job Role:	Resourcing Officer
Job Family:	Central Services
Job Department:	Peoples Services
Responsible to:	Resourcing, Learning & Development Manager
Line Manager:	Resourcing, Learning & Development Manager
Salary/Grade:	Brunel Grade B
Appointee Name:	
Appointee Signature:	
Date Signed:	

Under the direct line management of the Resourcing, Learning & Development Manager (RLDM), working closely with the wider People Services team, the Resourcing Officer (RO) will oversee the entire 360 recruiting process, managing stakeholders from development of job descriptions with hiring managers and People Services Advisors (PSA), writing and placing adverts, building preferred supplier lists via agencies, shortlisting, interviewing, managing the offer and completing associated administrative tasks for pre-employment, onboarding and induction in line with Safer Recruitment.

The RO will be expected to develop creative sourcing techniques, source high calibre candidates utilising the appropriate recruiting channels and ensure best practice recruitment processes are adhered to in line with KCSIE and Safer Recruitment.

Key accountabilities, duties and responsibilities

Recruitment

- Support the PSAs in the recruitment campaigns of all academic teaching, operational and support positions across Brunel Academies Trust, Brunel Education and as required – UET
- Write and manage vacancy advertisements and respond to communications from candidates, accordingly
- Ensure the careers website provides accurate information on all vacancies and that relevant documents on the career's webpage are up to date by liaising with the Digital Media & Marketing Lead
- Track applications, prepare shortlisting and interview packs and invite candidates for interview in a timely manner including manage stakeholder availability to schedule interview times accordingly
- Post to social media platforms, promoting vacancies
- Coordinate references for candidates and make follow up calls to referees as required by the PSA/Recruiting Manager
- Manage the new starter process from candidate offer and contract to right to work checks, to welcome packs and candidate scheduled programmes for induction
- Manage arrangements for candidates such as visitor parking, site tours, lunches, accommodation and reimbursement of expenses as appropriate and agreed by the organisation leadership
- Build and maintain agency relationships, ensuring business T&Cs are agreed by the RLDM, leading on support from agencies to fill vacancies as needed (but reduced where possible to minimise cost) or/and supply support to schools/Education Provisions (EPs)

- Manage and maintain weekly recruitment bulletin and share with relevant audiences
- Seek new ventures on promoting the Brunel brand and vacancies, showcasing to the RLDM for sign off, engaging contacts as 'partnering' ventures to support the promotion of Brunel as an Employer of Choice
- Represent Brunel at career/apprenticeship fairs where applicable and building an early engagement talent pool of candidates
- Lead on apprenticeship recruitment
- Conduct interviews when required
- Support in NJC job evaluations as required

Employee Records

- Update electronic employee files, where required
- Ensure records are compliant, comply with GDPR regulations at all times and advise/communicate if there are any areas of opportunity to storing our data for better practice
- Ensure the HRMIS is up to date
- Ensure new starters are issued to Payroll in a timely and accurate manner

Operational Recruitment

- Lead on communication with day to day enquiries (both internal and external) in a timely and efficient manner
- Manage incoming email queries, post and other paperwork relating to applications or interest in working with Brunel including management of the Resourcing inbox daily
- Support Resourcing or Learning & Development projects as and when required
- Act as the professional face of Brunel for all potential talent and new starters who are onboarding, delivering excellent customer service and care throughout their engagement or career journey within the organisation
- Play an active part in Resourcing-dedicated workstreams this will include, attend meetings, take notes and complete any administration activities required by the RLDM
- Act as the ambassador to Safer Recruitment practices with clear understanding of the policy
- Monitor, review and advise areas where recruitment process, policies and practices and can be improved, streamlined

Continual Professional Development (CPD)

- Under the guidance of the RLDM: identify and complete regular and relevant CPD and training pertaining to the role, organisation or as agreed to support personal career growth
- Maintain an up to date awareness of current Employment Law, Recruitment and People best practice

Safeguarding

- Attend all mandatory Safeguarding training as required, including Safer Recruitment
- Understand and apply Keeping Children Safe in Education (KCSIE) guidelines in all aspects of the resourcing process
- As directed by the RLDM, attend any internal meetings on compliance or wider People team meetings

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder 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.</p>
<p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p>Confidentiality and Data Protection</p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

Equality and Diversity

The Education Provision and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Education Provision premises and those where Education Provision services are provided.

This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> Have minimum GCSE C+ / 4+ in Maths and English 	<ul style="list-style-type: none"> Ideally have or be prepared to study Level 3 CIPD qualification / Recruitment MREC L3 / Apprenticeship in Recruitment L2+
Knowledge & Experience	<ul style="list-style-type: none"> Excellent, demonstrable experience in customer service and care Experience in an office environment Knowledge of Safer Recruitment and KCSIE Recruiting expectations 	<ul style="list-style-type: none"> Have experience and understanding of practice and principles for Safeguarding children, young people (CYP) or vulnerable adults within an organisation Diary management/scheduling Candidate screening and interviewing experience Experience of using an ATS
Skills & Abilities	<ul style="list-style-type: none"> Be highly organised with excellent administrative skills and able to work harmoniously, efficiently and often under pressure Have the ability to prioritise and work accurately with attention to detail Have excellent communication skills, particularly in the drafting of correspondence, formal legal contracts and letters and responding to queries Be highly proficient in Word, Outlook, and Excel and ideally have experience of using databases Be able to build effective working relationships and work well as part of a busy Central Services Team Good research skills to improve service and candidate attraction Be flexible, with a 'can-do' approach and the ability to work independently, keeping calm under pressure Full, clean driving license with access to own vehicle 	
Personal Qualities and Commitment	<ul style="list-style-type: none"> Be supportive of the aims and ethos of Brunel Academies Trust Understand and respect sensitivity of People related information and employee records and ensure confidentiality of all written and verbal communications 	