

## Job Profile

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Role:	<b>Recruitment Coordinator</b>
Reporting to:	Head of Recruitment and Marketing
Location:	LAT Head Office

### Job Purpose

To support the Recruitment Team with all areas of recruitment, acting as one of the key points of contact for initial enquiries and supporting candidates through the recruitment journey. You will provide support across the full recruitment cycle, selection process and on-boarding process, ensuring that we offer a first-class candidate experience that is efficient, professional and informative. You will work with and support all members of the Recruitment Team on different projects and tasks, and regularly liaise with members of the wider teams as required.

### Key recruitment markets that this role encompasses:

- To have good knowledge of ITT recruitment and/or apprenticeship recruitment

### General responsibilities

#### ***Marketing; website, social media and advertising***

You will support the Head of Recruitment and Marketing with:

- Creating and posting adverts for a variety of platforms on behalf of the partner organisations, adopting a creative manner to maximise candidate attraction and present KMT as a training provider of choice, researching the organisations to ensure adverts are engaging
- Aiming to grow 'followings' and interest in all relevant pages
- To constantly seek out new platforms to promote KMT assessing their success and impact

#### ***Resourcing, attracting and pre-screening learners***

- You will find high calibre candidates through various databases, social media, networking, referrals, events, etc. and encourage the submission of applications, turning passive candidates into active candidates and supporting them through the recruitment process
- Plan, coordinate and attend KMT recruitment-related events
- Book places at and attend various external events to promote the KMT brand and engage with potential trainees at every opportunity
- To nurture long-term candidates by getting to know them, understanding their aspirations and marketing KMT to them over a period of time
- Build a range of talent pools to effectively map all of the suitable candidates in the local geographic area
- Screen and register candidates undertaking phone and virtual interviews / meetings (including drop-ins) / pre-interviews regularly

- Eligibility checking all candidates right to work and relevant qualifications



### ***Recruitment and selection processes***

- Schedule interviews and fully prepare candidates prior to their interviews with school expectations, addresses, times and dates of interview, who they will be meeting, copy of training programme, etc
- Attend internal and external events
- Play a key role in the review process of KMT's selection processes and paperwork, ensuring compliance with KCSiE/Ofsted criteria and recommendations to ensure a fair process for all candidates
- Build excellent working relationships with key Professional Tutors and Headteachers in order to effectively understand and respond to their recruitment requirements
- Obtain timely and comprehensive interview/ application feedback from schools and pass this on constructively to candidates
- To produce recruitment-related documents, data reports/analysis for a variety of uses, as requested by the wider KMT team to support decision making and strategic planning

### ***General activities and administration***

- To undertake a wide range of administrative duties associated with the role ensuring that accurate records are maintained at all times
- Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary
- Responsibility for the 'initial interest' email inbox, following up with candidates in a timely manner and referring them to events and encouraging them to apply
- Play a crucial role in continuously offering ideas/suggestions to ensure we continue to evolve our recruitment processes; researching and staying up-to-date with competitors and other organisations across all sectors, making suggestions on how we can incorporate elements into our own process and practice
- Attend meetings with / in place of Head of Recruitment and Marketing on occasions
- On occasions work as a member of the wider Leigh Institute team getting involved in a broader range of activities designed to recruit, train, employ and retain our apprentices and trainee teachers and ECTs
- To support the KMT team in any other necessary tasks and activities as requested, particularly during peak windows throughout the academic year
- Keeping in touch with Alumni
- Monitoring equality and diversity consistently
- Identify any improvements that will allow us to undertake recruitment and administration in a more efficient and timely fashion in the future
- Be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in order to help the organisation achieve its goals

## **Person Specification**

**To perform well in this role, our successful candidate will;**

- Have excellent communication skills, both written and oral, and excellent interpersonal/soft skills, e.g. tact, sensitivity, ability to listen, to be assertive when necessary
- Have the ability to be discreet and maintain high levels of confidentiality
- Have a genuine passion for working with and on behalf of a variety of people
- Be confident approaching candidates to market KMT as a training provider of choice
- Be able to cope with pressure and various deadlines, adopting a resilient mind-set
- The ability to work quickly, flexibly, effectively and positively in response to requests made/changed at short notice
- The ability to contribute to and work effectively within a team environment
- Expertise in using and maintaining database(s), including the production of reports – or the willingness to learn these skills
- Have broad IT skills, including knowledge of social media platforms
- Have the ability to prioritise, work autonomously using your initiative and manage your own workload/diary; this is essential
- Previous recruitment and educational experience (either with an agency, in-house or school remit) is strongly advantageous.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns. All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the line manager. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.