

JOB OUTLINE

Job title:	Recruitment Advisor
Job ref:	HFL1552
Hours:	30-37 hours per week Term Time plus 2 weeks (40 weeks per year)
Salary:	FTE £28,268 - £32,470 pro rata
Contract:	Fixed term contract 12 months
Reports to:	Recruitment Manager
Team:	HR & Recruitment Services
Location:	Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire, and neighbouring counties, and up to 2 days per week in our Head Office in Stevenage Hertfordshire. Some flexibility to occasionally work evenings and weekends where required.

OUR COMPANY

HFL Education is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

HFL's HR & Recruitment Services team work to support customers in delivering an excellent education for children by providing advice and support on solutions tailored to meet the needs of their setting. We are a friendly, diverse team of 24, split between the two main service areas of HR and Recruitment.

Our Recruitment Services team delivers a traded Leadership Recruitment Service, supports schools and trusts with advertising and vacancy promotion, manages the HFL Supply

Framework and delivers a range of other recruitment services for schools and settings in Hertfordshire. We are particularly proud of our Teach in Herts recruitment platform, our own branded product to promote Hertfordshire as a great place to work and job board service.

Our HR Services team provides a range of services to schools, settings, and trusts to support delivery of operational needs and strategic objectives. Customers repeatedly buy back into our service year after year because of the depth of expertise and the high quality of the service we provide.

PURPOSE OF THE JOB

The Recruitment Advisor will primarily support delivery of our traded Leadership Recruitment Service, acting as the key point of contact with Trustees, Governors or other leaders to deliver the service, supporting the development and delivery of recruitment activities, advertisements, job descriptions, assessment centres, selection processes and appointment of school and trust leaders, as well as providing administration support as needed for the wider recruitment service.

MAIN AREAS OF RESPONSIBILITY

The Recruitment Advisor will:

- Deliver The Leadership Recruitment Service, supporting advertising, selection and appointment of school and trust leaders.
- Collaborate and communicate with senior leaders across the organisation to identify key opportunities and improvements to our tailored recruitment service.
- Support full recruitment process cycle, including advertising strategy, creation of candidate packs, filtering applications, safer recruitment checks, organising assessment activities, delivering assessment days on school site and maintaining robust records.
- Provide excellent customer service to customers and job applicants throughout the recruitment process, developing and maintaining positive working relationships with schools, governors, agencies, colleagues and other stakeholders, with support from the HR & Recruitment Assistants as appropriate.
- Support the Recruitment Manager to monitor and report on relevant data to identify trends and opportunities/risks.
- Support our social media activity, advising on cost-effective solutions, and delivering targeted campaigns to attract candidates to specific roles as well as helping our service to maintain an active and effective online presence.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

PERSON SPECIFICATION

Qualifications

Essential

- A-Level education or equivalent experience.

Knowledge of:

Essential

- Understanding of the value of customer experience.
- Knowledge of the recruitment cycle and processes in any context.
- Knowledge of the education sector.

Desirable

- Knowledge of safer recruitment principles
- Understanding of operations and structures for schools and trusts.
- Use of social media as a sales and promotional tool.
- Ability to use data to understand how customers engage with our services.

Experience of:

Essential

- Delivering traded services in a customer facing role.
- Working effectively on numerous projects in a fast-paced environment.
- Proficient user of Microsoft Office Products and ability to learn new IT systems.

Desirable

- Experience of working in schools/education settings.
- Experience of school governance.

Skills and abilities:

Essential

- Highly organised. Ability to work to deadlines and manage and prioritise own workload effectively.
- Enthusiastic, reliable with a flexible approach and attitude in relation to balancing workload whilst meeting service expectations.
- Able to analyse information, solve problems and make decisions, whilst knowing when to seek further advice and support.
- Effective stakeholder management skills with influencing and negotiating skills.
- Able to deliver a positive and proactive customer experience on every occasion.
- Excellent written and verbal communication and interpersonal skills.
- Able to handle sensitive information with diplomacy and discretion, committed to personal responsibility and accountability

- Able to demonstrate a commercial mindset alongside a commitment to HFL's ethos and moral purpose.
- The ability to reach different locations by car will be essential for this role. If you drive, then a full driving licence and appropriate car insurance will be required.
- As there is a permanent home working element to this role, you will need to ensure you are equipped for home working.

EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.