



SOUTH ESSEX ACADEMY TRUST – HR / RECRUITMENT ASSISTANT

| | |
|---------------------|---|
| Contract: | Permanent |
| Hours: | 30 hours (M-F, Hybrid working) |
| Working weeks: | 41 weeks per year (term time plus 3 additional weeks) |
| Salary: | Scale 4, Points 7 to 8 (dependant on qualifications and experience) £17,718.23 – 18,015.80 (actual salary) |
| Application Closes: | Sunday 14 th April 2024 Midnight |
| Interview Date: | Thursday 18 th April 2024 |

South Essex Academy Trust (SEAT) is a collaborative organisation consisting of primary schools dedicated to shaping the future of education through teamwork, innovation, perseverance, and embracing challenges. The successful candidate will be required to work 30 hours a week Monday to Friday 8:30am to 3:00pm with a half an hour break. The position is based at Westwood Academy, opportunity of Hybrid working after a period of training.

We are looking for a well-organised, highly motivated, and enthusiastic HR / Recruitment Assistant to oversee recruitment throughout the Trust as a vital member of the central human resources team. The ideal candidate will be someone who specialises in Recruitment, although training will be given. Your responsibilities will include managing the safer recruitment process, coordinating the onboarding of new staff, conducting inductions, and ensuring compliance with safer recruitment practices. The ideal candidate must possess excellent attention to detail and ensure that working practices align with safer recruitment, GDPR, and Trust policies.

We would be delighted to hear from you if you have:

- Experience of recruitment processes and safer recruitment in line with GDPR requirements.
- The ability to compile and update employee records, manually and computerised.
- The ability to work well under pressure, whilst maintaining attention to detail.
- The ability to analyse and interpret data, presenting it in accessible form to various audiences to inform decision making.
- Experience of Human Resources Information System.
- Good literacy and numeracy skills with GCSE Literacy and Numeracy grades A-C (4 and above).
- Excellent written and verbal communication skills.
- Good organisational and interpersonal skills.
- The ability to work as part of a team and the ability to build professional relationships with key stakeholders.

What We Offer You:

- The opportunity to join a growing Multi-Academy Trust of primary schools that collaborate closely for the benefit of all.
- Access to ongoing training empowering you to grow and excel in your role.
- A forward thinking, proactive Trust that is dedicated to the success of its pupils and staff.
- A comprehensive Employee Assistance Programme available to all employees, providing you with the support you need whenever you need it.



Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the Human Resources Office team directly at 01702 559467 option 5, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

South Essex Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

South Essex Academy Trust is an equal opportunities employer.

How to apply:

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk).

Once completed please send to Sarah O'Donnell, Recruitment Consultant at recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

Job Description and Person Specification below



Job Description

| | |
|-----------------------------------|---|
| Job Title | HR / Recruitment Assistant |
| Grade | Scale 4 Point 7-8 |
| Reports to | Head of Human Resources |
| Liaison with | School Leaders/Office Team Leads/Head of Human Resources/Academy Personnel |
| Job Purpose | To provide a quality Recruitment service in alignment with formal CIPD practice in addition to Trust policies and procedures. |
| Principal Accountabilities | <p>To consult with key stakeholders to co-ordinate all areas of recruitment administration, acting as a main point 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, ensuring that we offer a first-class candidate experience that is efficient, professional and informative.</p> <p>To maintain a high standard of Recruitment administration in compliance with the Trusts' HR Policies and Procedures.</p> <p>To capture data for Learning Pathways informing CPD, Performance Management and Succession Planning.</p> |
| Duties | <p>Recruitment</p> <ul style="list-style-type: none"> • Responsible for recruitment across all academies and Trust, in accordance with the Trust Recruitment Policy and Procedure in Liaison with the Academy Headteachers and Office Team Leaders. • Maintain and update an electronic media library for marketing and advertising, ensuring we have a variety of content that's interesting and relevant. • Maintain and update an electronic media library for Job Descriptions and Person Specifications for positions across the Trust. • Ensure Recruitment Instruction is signed of prior to advertising. • Be the first point of contact for candidate queries and other incoming queries in a timely manner via email, phone or in person, providing useful information and ensuring there is a resolution, escalating the query to the Deputy Human Resources Manager when necessary. • Shortlist applicants ensuring compliance with safer recruitment and ranking pertaining to position. • Support the candidate selection process by arranging interviews and sending confirmations to applicants, compiling interview paperwork for the panel such as tasks and questions, gather and upload interview notes/feedback provided by the academies. • To ensure all online checks and administrative processes are in place and maintained to ensure we comply with Keeping Children Safe in Education guidance. |



- To administer the financial processes such as raising Purchase Orders for the online DBS charges that apply.
- To maintain Recruitment and New Starter logs.
- On a weekly basis update the Recruitment and Supply Dashboards for Headteachers, Head of Human Resources, Chief Financial and Operating Officer and CEO.
- Administer the data cleansing process for leavers in line with the Trusts Retention Policy ensuring we are compliant.

Safer Recruitment

- Perform HR Phase 1 Inductions for all new staff in accordance with the safer recruitment process.
- To ensure on-boarding administration is completed within the required timeline; to include references, medical clearance and processing of DBS application for new Staff and Directors.
- To maintain and update the Single Central Record for existing staff in all Academies and the Trust.
- Creating and maintaining essential information including references and DBS data, ensuring accurate data capture.

Learning Pathways Tracker

- Capture data for Learning Pathways informing CPD, Performance Management and Succession Planning

General

- Manage and prioritise workloads on a daily basis to ensure the smooth running of Recruitment in accordance with the Head of Human Resources and HR calendars.
- Undertake filing on a regular basis and any archiving when necessary.
- Ensure that all correspondence and documents created are saved correctly on the HR Shared Drives following HR Shared Dashboard guidance and guidance from the Head of Human Resources.
- To update Recruitment and Inclusivity KPI information on a monthly basis for the Head of Human Resources so that the data can be shared with the CEO and Directors.
- Assist with any ad-hoc projects as and when required.
- Attend all relevant HR Team or Recruitment meetings and provide input.
- Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary.
- Ensure that all aspects of data protection and confidentiality are maintained at all times.



| | |
|----------------|---|
| | <ul style="list-style-type: none">• Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future.• Ensure a high standard of effective Recruitment support is provided across the Trust and academies at all times.• Maintain and update personnel files, Civica and ScholarPack for staff ensuring accurate and current information, including setting up new staff members.• Provide support to the Head of Human Resources and Deputy Human Resources Manager in relation to case work as and when required, this includes confidential administration work.• Work with the Head of Human Resources, Payroll Manager and Deputy Human Resources Manager to ensure staff contracts are accurate and current.• To provide support to the Head of Human Resources as and when required. |
| General | <ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive, the post holder may be required by the Head of Human Resources to carry out appropriate duties within the context of the job, skills and grade.</p> |



Person Specification

A – Application Form I – Interview

| 1. Qualifications and Experience | Essential | Desirable |
|---|------------------|------------------|
| Worked in a school environment (A) | | ✓ |
| Recruitment experience and knowledge (A) | | ✓ |
| CIPD qualification (A) | | ✓ |
| Educated to NVQ Level 2 or GCSE Maths and English A-C (4 or above) (A) | ✓ | |
| Good reading and writing skills (A&I) | ✓ | |
| Ability to count and undertake calculations (A&I) | ✓ | |
| Ability to use Microsoft Office including Word, Excel and Outlook or equivalent (A) | ✓ | |
| Ability to use word processor and basic databases (A) | ✓ | |
| 2. Communication | Essential | Desirable |
| Ability to complete forms, write routine and detailed letters and emails (A&I) | ✓ | |
| Ability to exchange verbal information clearly and sensitively (I) | ✓ | |
| Ability to use initiative to deal with telephone calls and staff queries (A) | ✓ | |
| Seek support to overcome communication barriers (A) | ✓ | |
| Ability to consult with colleagues (A) | ✓ | |
| 3. Working with others | Essential | Desirable |
| Understand the role of others working within the Trust (I) | | ✓ |
| Ability to establish rapport and respectful and trusting relationships with others working in and with the school (A&I) | ✓ | |
| Ability to work effectively as part of a team (A&I) | ✓ | |
| Ability to work independently (A&I) | ✓ | |
| Ability to demonstrate high levels of initiative (I) | ✓ | |



| 4. Responsibilities | Essential | Desirable |
|---|-----------|-----------|
| Good organisational skills (A) | ✓ | |
| Ability to work accurately with attention to detail (A&I) | ✓ | |
| Ability to manage own time effectively (A&I) | ✓ | |
| Ability to be proactive and prioritise work (A&I) | ✓ | |
| Ability to follow instructions (I) | ✓ | |
| Ability to provide timely and accurate information (A&I) | ✓ | |
| Ability to remain calm under pressure (I) | ✓ | |
| Ability to effectively evaluate own performance (A&I) | ✓ | |
| 5. General | Essential | Desirable |
| Demonstrate a commitment to equality (A&I) | ✓ | |
| Knowledge of education sector (A&I) | | ✓ |
| Knowledge of general school policies and procedures (A&I) | | ✓ |
| Working knowledge and good understanding of Health & Safety (A&I) | | ✓ |
| Understand and implement child protection and safeguarding procedures (A&I) | ✓ | |
| Understand and comply with procedures and legislation relating to confidentiality and Data Protection (A&I) | ✓ | |
| Understand and implement the behaviour policy (A&I) | | ✓ |
| Ability to represent the school in a professional and positive manner at all times (A&I) | ✓ | |
| Be prepared to develop and learn in the role (I) | ✓ | |