

HR Co-ordinator (Recruitment Lead)

Job Purpose	To co-ordinate the recruitment and onboarding lifecycle across the School. You will lead the transition to our new recruitment online portal, and provide essential administrative operations within the HR team, ensuring full compliance with Independent Schools Inspectorate (ISI) guidelines, Keeping Children Safe in Education (KCSIE) statutory guidance and Employment Legislation.
Hours	8.30 – 4.30 Monday to Friday All Year (with one hour for lunch unpaid) working 35 hours per week
Report to	Head of Human Resources
Key Contacts	Headmaster (Senior), Head of Prep, Deputy Heads (Senior and Prep), Heads of Department (Teaching and Operational), Commercial Manager Brentwood Sports Centre and all candidates applying for a role.
Department	Human Resources

Key Responsibilities & Accountabilities

1. Recruitment Coordination

- **Lead the Digital Shift:** Act as the champion for our new online recruitment portal, helping to transition, test, and optimise the system to create a flawless user experience for applicants and hiring managers. Help hiring managers adapt to the new process.
- **Vacancy Management:** Coordination of vacancies from requisition stage through to onboarding including; overseeing advertising posts internally and externally, coordinating applications with recruiting managers, arrange interview scheduling, co-ordinate lesson plans/assessments and liaise with the Bursar's Secretary to arrange candidate accommodation when required..
- **The Candidate Experience:** Act as the primary, welcoming point of contact for all candidates throughout the recruitment experience.
- **Interview & Assessment:** Co-ordinate logistics, and conduct essential Right-to-Work checks for all and Visa checks for oversea candidates.

2. Safer Recruitment & Compliance

- **Safer Recruitment Execution:** Perform thorough pre-interview checks including online searches for shortlisted candidates in strict accordance with Safer Recruitment, ISI, and *Keeping Children Safe in Education* (KCSIE) guidelines.
- **Vetting & Analysis:** Spot and flag gaps in employment histories for the interview panel, perform online candidate searches, and check for international police checks when required.
- **Reference Verification:** Request, track, and verify references at the source for all teaching staff, support staff, volunteers, and external professionals, advising recruiting managers of any anomalies.
- **The Single Central Register (SCR):** Maintain the SCR with absolute precision, ensuring all starter and leaver data is flawlessly up to date.
- **Interview Safeguarding:** Ensure relevant recruiting staff are Safer Recruitment trained and values interviews are scheduled at all interviews.

3. Onboarding & HR Operations

- **System Integration:** Seamlessly transition successful candidates from "applicant" to "colleague" by onboarding them onto our HRIS (HR Information System) and Payroll database.
- **HR Queries:** Monitor HR and Recruitment mailboxes.
- **Records Management:** Manage joiner and leaver documentation ensuring records are maintained.
- **Benefits Coordination:** Schedule 1-to-1 pension appointments for teaching and operational staff with our external pension providers. Coordinate the annual staff Flu Vaccination Clinic.
- **School-Wide Support:** Compose professional HR correspondence, escalate potential HR or compliance risks to the Head of HR and to undertake other duties when necessary with the HR department.

Personal Specification

- **Customer Service Focus:** Approachable, patient, tactful, and professional when interacting with candidates and staff.
- **Attention to Detail:** Possessing an eagle eye for accuracy. Gaps in employment or incomplete forms and compliance checks don't slip past you.
- **Organisational Skills:** Able to prioritise tasks, meet deadlines, and manage a varied workload, sometimes meeting tight deadlines.
- **Communication:** Strong written and verbal communication skills.
- **Tech Literacy:** Highly literate in Microsoft Office and Google Drive, with an eagerness to learn, troubleshoot and master new HR software.
- **Confidentiality:** High level of integrity and respect for the absolute confidentiality required in an HR environment.
- **Continuous Personal Development:** A strong desire for continuous personal development and a willingness to learn.

Desirable (but not essential)

- Prior experience or knowledge of HR legislation within an educational setting.
- Familiarity with Safer Recruitment guidelines and KCSIE.
- A CIPD qualification (or working towards one).

Safeguarding:

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of HR, Jo Faulkner