



Oak 
Learning Partnership

HR & Recruitment Officer

Job Description

Normal place of work: Oak Learning Partnership Central Office, although you will be expected to travel to schools across the Trust as necessitated by the needs our schools.

Normal working hours: School working hours (8-4 or 8:30-4:30)

Responsible to: HR operations Manager

PURPOSE OF THE POST

- Provide a first-class recruitment advertising and onboarding service to the Trust.
- To support schools and oversee the entire recruitment process managing both internal and external stakeholders from development of job descriptions with hiring managers, writing and placing adverts, supporting and advising panels with shortlisting, interviewing if required and supporting offers of employment.
- Manage the starter and onboarding process, including compliance requirements.
- To ensure that managers with recruitment responsibilities are adequately trained in the Trust's recruitment processes, follow best practice and understand the legal requirements around recruitment and selection.
- To work as part of the Trust HR Central Team, leading on specific areas of responsibilities as directed by the line manager.
- The Recruitment Officer will work closely with the HR Team to provide an efficient recruitment service to the Trust. The role would suit a motivated administrator with a high degree of attention to detail and/or a keen interest in working in Recruitment or Human Resources.
- To provide excellent administrative and clerical support regarding all areas of staff recruitment.
- To provide flexibility to enable the department to cope with peak workloads and staff absence.
- To support innovation and project work to drive forward the performance of the recruitment function.
- Post holders will also support Trust wide projects and activities as and when require

ADMINISTRATION

- Supporting all elements of the recruitment process from onboarding to issuing contracts.
- Ensure compliance with Safer Recruitment Guidelines, flagging risks and compiling risk assessments if there are concerns.
- Supporting other elements of the recruitment process including updating the Trust website with internal and external vacancies and loading on other relevant advertising platforms.
- To undertake a range of administrative duties using systems relevant to the recruitment process.
- Work with managers to ensure a smooth, timely and cost-effective recruitment and selection process.
- Maintain up to date knowledge on best practice recruitment and selection techniques with specific attention to EDI.
- Maintaining trackers regarding advertised posts and onboarding process to enable providing recruitment updates.
- Monitor recruitment advertising campaigns, working closely with HR Support Officers to define, evaluate and recommend the use of attraction methods to recruit suitable candidates.
- Legal compliance in terms of our contractual information and employment obligations.
- Vetting procedures including right to work and overseas checks, DBS, qualifications, Section 128, Childcare Disqualifications etc.
- Ensure Equality and Diversity are embedded in all HR functions.
- Support schools in maintaining HR Records including the Single Central Record and I-trent (HR/Payroll System)
- To offer a professional and courteous service to all stakeholders.
- Supporting the implementation of new procedures and procedural updates.
- To respond promptly and efficiently to all enquiries.
- If applicable support requests for interview feedback and provide administrative support to ensure the successful conclusion of recruitment campaigns.
- Ensuring exceptional attention to detail.
- To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the line manager.

COMMUNICATION

- To work collaboratively with the other HR Advisors, Payroll officer and school HR administrators and school business managers to ensure the highest standard of recruitment for our schools.
- Provide a customer focused service to applicants and managers responding promptly to queries received through the HR inbox and fielding others appropriately.
- To maintain your own and the Central HR enquiries inbox.
- To maintain excellent communication with stakeholders.
- Health referrals / phased returns, in-line with Trust's Sickness Absence procedures.
- Work & Families - Supporting processes (e.g., maternity, paternity, parental, family friendly etc.) and providing advice to managers and employees.
- Support managers with undertaking risk assessments e.g., stress, pregnancy / maternity, and case work.

GENERAL

- Attend and participate in training events and ad hoc project work as required.
- Take responsibility for health and safety issues relating to area of responsibility.
- Comply with policies and procedures relating to safeguarding, child protection, health & safety, security, and confidentiality, reporting any concerns.
- To perform any other reasonable duties, as required in the scope of the role and the grade.

Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Will have experience in a similar role or Level 3 CIPD qualified • Good numeracy and literacy skills/GCSE (or equivalent Maths and English. • Experience of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner. • Fully competent with Microsoft 365 and using IT packages relevant to the role. • Administrative experience in a busy office. • Strong verbal and numerical reasoning ability. • Experience in communicating at all levels of the organization. 		<ul style="list-style-type: none"> • Experience of working in an education setting • Experience of using tracking system(s) • Experience of Adobe
CRITERIA	Ability, Skills, and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills, and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Excellent to detail. • Ability to work on own initiative. • Effective decision-making skills. • Able to build good working relationships with stakeholders. • Ability to work constructively and flexibly as part of a team. • Ability to work well under pressure. • Ability of demonstrate a professional, confident and 'can do' attitude. • Can meet deadlines by effective planning and time management. • Calm and courteous approach. • Good communication skills, both written and verbal. 		<ul style="list-style-type: none"> • Good understanding of HR legislation to ensure the Trust meets legislative requirements. • Knowledge of behaviours that support diversity, equality and inclusive practice. • Driven to continually improve recruitment and selection delivery.

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Highly organised
- Professional work ethic
- The flexibility and willingness to learn.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect, and inclusion. All our employees are expected to demonstrate a commitment to Oak Learning Partnership values and principles.

Whilst every endeavor has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities.

As business changes roles will naturally evolve. Job Descriptions will be reviewed with jobholders and updated periodically to reflect this. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect, and inclusion.