

<b>Job title:</b>	Recruitment Advisor (HR & Recruitment Services)
<b>Job ref:</b>	HFL1422
<b>Hours:</b>	37 hours per week. Part-time will be considered with a minimum of 30 hours per week  We will consider applicants working either 41 weeks per year (Term Time Only + 3 weeks) or 52 weeks per year.
<b>Salary band:</b>	Band 5, FTE £28,000 - £34,000 per annum (pro-rata for reduced hours)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Recruitment Manager
<b>Team:</b>	HR & Recruitment Services
<b>Location:</b>	Remote working with flexibility required to work across educational settings in Hertfordshire and neighbouring counties, with occasional visits to our Head Office in Stevenage, Hertfordshire, up to 2 days per week.

## Our company

Herts for Learning (HfL) 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

Herts for Learning's HR & Recruitment Services 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.

Our Leadership Recruitment Service works closely with governing bodies to provide a proactive managed service supporting the recruitment campaigns and selection processes for school, academy and trust leadership roles.

## **Purpose of the job**

The Recruitment Advisor is a key part of this service and will work directly with Governors, Trustees and School leaders to support and project manage their recruitment and selection for senior roles.

They will work with customers to support and manage the whole life cycle of a recruitment process from identifying skills and needs, designing adverts and candidate packs, developing selection criteria and designing, organising and running assessment centres.

The Recruitment Advisor will work to attract a diverse pipeline of candidates and support our customer schools through managed selection processes acting as the source of recruitment expertise and support.

## **Main areas of responsibility**

The Recruitment Advisor will be responsible for:

- Project management of leadership recruitment activity.
- Providing a professional, specialist service to support school leaders to develop effective recruitment and on-boarding strategies and solutions.
- Managing the end-to-end recruitment cycle including scoping roles, advertising, creating candidate packs and adverts, developing selection criteria and resources and designing and running assessment centres.
- Working proactively with school customers to provide bespoke individual recruitment activity to meet their needs.
- Acting as key point of contact with Trustees, Governors and Senior Leaders to deliver the Leadership Recruitment Service.
- Supporting customer needs through a variety of means and levels of support (remote, blended and on-site facilitation).
- Contribute to the development of impactful and engaging attraction materials, and tailored, rigorous selection materials for HfL and schools' use.
- Researching and developing new tools and products to expand the portfolio of services and cater for new roles/clients, including MATs
- Maintaining an up-to-date knowledge of relevant education sector initiatives, policy and legislation, informing the recruitment and retention of staff and disseminating this knowledge within the wider HR & Recruitment team.
- Ensuring safer recruitment processes are adhered to in all activity.
- Advising school customers on cost-effective methods of advertising.
- Maintaining clear and accurate records and own administration with support from a Recruitment Coordinator
- Working closely with the wider team and internal education specialist colleagues, building strong working relationships.
- Balancing a commercial mindset with a not-for-profit ethos and our organisational moral purpose.

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, particularly in light of the current Covid-19 situation.

## Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

### Knowledge

- Educated to degree level or has equivalent experience.
- CIPD Qualification at level 5 or above, is in the process of gaining accreditation, or has equivalent experience, is desirable but not essential.

### Experience of

- Previous work in a fast moving, customer facing environment.
- Managing stakeholder relationships.
- Previous experience in a recruitment role.
- Recruitment in the education sector is desirable not essential to the role.
- Employment law relating to recruitment and selection desirable.
- Experience of operating in public, education or not for profit sector would be an advantage but not essential.

### Skills and abilities

- Excellent communication skills.
- Strong stakeholder management skills with the ability to influence and persuade.
- Ability to think and act pragmatically.
- Able to demonstrate a commercial mindset in alongside a commitment to HFL's not-for-profit ethos.
- A flexible approach and ability to adapt to differing client environments.
- Well-organised individual with ability to balance competing demands, prioritise appropriately, and successfully manage client expectations.
- A growth mindset, always looking to improve how we operate.
- High levels of accuracy, attention to detail and time management.
- Resilience and a positive attitude to deliver in a busy environment.
- Strong commitment to Herts for Learning's purpose and values.
- Role models Herts for Learning's values and CSR objectives.
- Strong passion for delivering exceptional service.

## 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 [Black Lives Matter 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.

## **Health and safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **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.

## **APPLICATION PROCESS**

For an informal discussion regarding the role, please contact Lucy Makins on 01438 544468 or at [lucy.makins@hertsforlearning.co.uk](mailto:lucy.makins@hertsforlearning.co.uk), and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

To apply, please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or 01438 544439.

**Closing Date: Wednesday 27<sup>th</sup> April 2022 at midday**

**\*Interview Date: Friday 6<sup>th</sup> May 2022**

\*Please note that the interviews may take place remotely or face to face.