

Job title:	Recruitment Coordinator
Job ref:	HFL1428
Hours:	37 hours per week, 52 weeks per year
Salary band:	Band 4 – c.£23,000 per annum (pro-rata)
Contract:	Permanent
Reports to:	Recruitment Manager
Team:	HR & Recruitment Services Team
Location:	Remote working with occasional visits to our Head Office in Stevenage, Hertfordshire, up to 2 days per week. Occasional flexibility required to work across educational settings in Hertfordshire and neighbouring counties.

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 Coordinator is an essential part of our service. The role sits within the Recruitment Team and is primarily responsible for coordinating the Leadership Recruitment Service.

Qualifications

- A-Level education or has equivalent experience.
- A Level CIPD Qualification at level 3 or above, or equivalent experience, would be an advantage but is not essential

Knowledge

- Desirable but not essential knowledge includes:
 - Knowledge of the recruitment cycle and processes in any context
 - Knowledge of the education sector
 - Safer recruitment principles
 - An understanding of HR systems and processes and the context of recruitment
 - Use of social media as a sales and promotional tool
 - Ability to generate or use analytic data to understand how customers engage with our products and services

Experience of

- Working with administrative procedures in a team and independently.
- Working in an internal and/or external customer facing role.
- Working effectively on numerous projects in a fast-paced environment.
- Proficient user of Microsoft Office Products (Word, Excel, PowerPoint) and other systems.

Skills and abilities

- Excellent communication skills.
- Strong stakeholder management skills with the ability to influence and persuade.
- Ability to think and act pragmatically.
- Resourceful and able to work independently as well as part of a team.
- Able to deliver a positive and proactive customer experience on every occasion.
- Able to demonstrate a commercial mindset alongside a commitment to HFL's not-for-profit ethos.
- Well-organised with the ability to balance competing demands, prioritise appropriately, and successfully manage customer expectations.
- A growth mindset, always looking to improve how we operate.
- Able to analyse information, solve problems and make decisions, whilst knowing when to seek further advice and support.
- 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.
- Comfortable working digitally and in person and across multiple environments including home, office and/or other locations

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, and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

To apply, email hfl.recruitment@hertsforlearning.co.uk with a detailed CV along with a cover letter.

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

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.

For recruitment queries, our Central Recruitment Team can also be contacted on the hfl.recruitment email address above.

Closing Date: Wednesday 18th May 2022 at 9am.

Shortlisting Date: Friday 20th May 2022

***Interview Date: Friday 27th May 2022**

*Please note that the interviews will be taking place remotely.