

Job Description: Recruitment Coordinator

Reports to: Senior Recruitment and Talent Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: circa £30,000

Role

We're looking for a Recruitment Coordinator to join our small but close-knit recruitment team working to attract the best teachers and leaders into our successful network of schools. Your role would be to support our network of 39 schools and head office team with all aspects of their recruitment processes, offering advice, guidance and assistance as well as working on various projects throughout the year to improve our recruitment service to schools. You would lead on providing schools with valuable audits of adverts, guidance on using various job boards and routes to market and recruitment data to ensure their processes are as effective as possible. You would also support with building talent pipelines for critical roles and hard-to-fill areas.

Key responsibilities

Day-to-day role

- Working alongside our existing Recruitment Coordinator to provide first-line support for all school recruitment queries.
- Assist with amending, editing and improving adverts based on best practice guidance.
- Support with posting on various job boards, ensuring all platforms are being fully utilised.
- Use LinkedIn and other platforms to attract and resource candidates for critical vacancies and to build a pipeline of talent for hard-to-fill roles.
- Work alongside the Schools Recruitment team to ensure that the Ark employer brand continues to attract a wide and diverse range of high-calibre applicants.
- Work with Recruitment Advisors for early career teachers and senior leaders to provide a suite of support and solutions to schools.
- Work alongside the Schools Recruitment team to support their coordination and administrative needs on an ad hoc basis (responsibilities might include support with search for executive leadership candidates, scheduling interviews, organising and ensuring certain documentation and key information is up-to-date etc.)

Projects may include:

- Working with our ATS (Applicant Tracking System) provider to improve the experience for both back-end users and candidates, run reports to assess effectiveness of current recruitment practices.
- Supporting with creation and updating of various resources in our Recruitment Toolkit on our intranet.
- Working with Senior Recruitment and Talent Manager on recruitment marketing campaigns to boost attraction and promote careers.
- Working alongside our supply partnership to ensure our schools are receiving great service, quality candidates and the best value-for-money.
- Supporting with the roll-out of our annual staff survey to gain feedback and implement recommendations across our schools and head office team.

- Working alongside our D&I Lead to provide guidance, training and resources to ensure our schools are running fair, consistent and inclusive recruitment processes.

Other

- Undertake other tasks as directed by your line manager or head of team

Person Specification: Recruitment Coordinator

Qualification Criteria

- Right to work in the UK (essential)

Knowledge, Skills and Experience

- Excellent communication and interpersonal skills with an ability to communicate effectively and confidently with colleagues at all levels.
- Strong writing skills with the ability to proof-read and edit a variety of documents.
- Strong IT skills, with particular knowledge of Microsoft Office and ability to quickly learn how to use new systems (e.g. using the ATS, different job boards etc.)
- Numerate and analytical with the ability to work with data reports to identify key patterns and trends.
- Strong administrative and organisational skills.
- Some in-house recruitment experience (desirable).
- Some knowledge of and experience in the education sector (desirable).

Personal Characteristics

- Strong communication and interpersonal skills, comfortable and confident working with internal and external stakeholders at all levels
- Flexible, organised and able to multi-task and prioritise work to meet deadlines.
- Hard working, highly detail orientated, and systematic.
- Ability to think creatively and a strong problem-solver.
- Committed and generous team worker.
- Thrives in fast paced and often ambiguous environments, with the ability to multi-task and prioritise competing deadlines.
- Customer driven, pragmatic, action-oriented style.
- Genuine passion for and a belief in the potential of every student.

Other

- This post is subject to an enhanced Disclosure & Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).