

Job Description: Recruitment Coordinator

Reports to: Senior Recruitment and Talent Manager

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

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

Salary: £30,000 to £35,000 (depending on experience)

About the role:

We're looking for a Recruitment Coordinator to join our recruitment team dedicated to attracting the best teachers and leaders into our successful network of schools. In this role, you'll support our network of 39 schools and head office team with every aspect of their recruitment processes, offering expert advice and guidance to enhance our overall recruitment service to schools.

As the Recruitment Coordinator, you'll take the lead in auditing job adverts, providing strategic guidance on using various job boards and market routes, and delivering valuable recruitment data to ensure the effectiveness of our processes. Additionally, you'll play a crucial role in building talent pipelines for key positions and hard-to-fill roles, ensuring we continue to attract the best talent to Ark.

Key Responsibilities:

- Provide first-line support and advice to specific regions and groups of schools, ensuring excellent recruitment practice and processes are encouraged
- 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
- Provide guidance and support on candidate management and experience best practice throughout the recruitment process
- 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, with a particular focus on operations and education support 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, middle leaders and senior leaders to provide a suite of support and solutions to schools
- Work alongside key external partners to offer our schools a broad range of candidates to fill key roles
- Work with Ark Teacher Training team to build a pool of potential teaching assistant candidates to spec out 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.)

Person Specification: Recruitment Coordinator

Knowledge & Skills

- 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 knowledge of Microsoft Office and ability to quickly learn how to use new systems (e.g. using our ATS (Applicant Tracking System), 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 Qualities

- 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-focused, practical, and results-driven approach

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS 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](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).