



## Job Description: Senior Recruitment Advisor

<b>Reports to:</b>	Head of Recruitment
<b>Salary:</b>	£37,000 - £40,000 per annum DOE + 11% pension contribution
<b>Location:</b>	Holborn, London
<b>Contract:</b>	Permanent

### Role

In this role, you will partner across our network of schools to support and drive the regional recruitment strategies. You will focus on developing critical talent pipelines, candidate cultivation and outreach activities. As the subject matter expert for recruitment within the network, you will use your expertise to help schools find great talent, champion the Ark employer brand, and develop long term relationships with key external recruitment partners.

### Key responsibilities

- Develop an effective attraction strategy which delivers high quality candidates, and complements the development of our pipeline of internal talent
- Build long-term partnerships with key external bodies (e.g. universities, education organisations, etc.) for outreach activities

- Work closely with our Communications team to implement a compelling advertising and marketing strategy for candidates at all levels to ensure that the Ark employer brand continues to attract a wide diversity of high calibre applicants through press, web sites, and social media
- Work with our Communications team to deliver a schedule of high impact marketing and events, focused on building robust talent pipelines
- Work with the People team to provide quality advice and support to school leaders and staff on all aspects of the recruitment process
- Support the effective recruitment of teachers and senior leaders across the network
- Provide regular progress reports to Head of Recruitment on talent pipeline, recruitment costs and outreach activity
- Promote safeguarding, equal opportunities and diversity in recruitment policy and practice

## Other

- Undertake other tasks as directed by the Head of Recruitment

# Person Specification: Senior Recruitment Advisor

## Qualification Criteria

- Recruitment related qualification or equivalent (desirable)
- Right to work in the UK (essential)

## Knowledge, Skills and Experience

- Successful record of managing end to end recruitment campaigns
- Experience of recruiting through outreach campaigns
- Experience recruiting through social media (e.g. LinkedIn, Twitter, Facebook)
- Clear ability to 'sell' career opportunities to both active and passive candidates through a range of search and outreach activities
- Knowledge of and experience in the education sector (desirable)
- Record of developing and implementing effective candidate attraction and cultivation strategies, including for hard to fill roles
- Practical knowledge of recruitment systems and databases
- In-house recruitment experience (desirable)

## Personal Characteristics

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Strong communication and interpersonal skills, comfortable and confident working with internal and external stakeholders at all levels
- Drive and enthusiasm for promoting the organisation and sourcing candidates of the highest quality; a natural networker
- Ability to make sound judgements and assess potential problems around recruitment and selection strategies and processes
- Professional integrity and resilience
- Thrives in fast paced and often ambiguous environments, with the ability to multi-task and prioritise competing deadlines
- Highly collaborative and flexible approach
- Customer driven, pragmatic, action oriented style

## 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

