Post Title	Recruitment Officer
Salary range/grade	£9.74 per hour
Responsible to	Managing Director / Head Teachers
Type	Zero Hour Contract
Base	Home Working with options of working from any ALP School (Leicester, Nuneaton, Gravesend, Welling, or Sittingbourne)

Job Purpose

The post holder will be responsible for the administration of the recruitment process for ALP Schools. They will follow safer recruitment guidelines to ensure all of our schools are fully staffed in line with staffing structures produced by the school's Head Teachers and Managing Director.

ALP Schools are a chain of 5 small independent schools for young people with special educational needs. Each school has between 30 and 40 staff members and learners.

Key Tasks and Activities:

1. Identifying hiring needs within the schools and with guidance and collaboration from Senior Managers, create job descriptions and person specifications
2. Ensure the schools follow safer recruitment practices. Training on this will be provided.
3. Identify and use the best recruitment platforms to attract suitable candidates.
4. Adhere to the school's recruitment budgets
5. Use social media and the school's website to enhance recruitment opportunities
6. Manage databases and online recruitment platforms
7. Support the shortlisting of candidates when required
8. Amend and distribute candidate information packs for those selected for the interview.
9. Support the logistics of the interview process, by ensuring interview questions are suitable, feedback forms are in place and attendance has been confirmed.
10. Ensure application forms have been received and are completed correctly
11. Support HR to complete paperwork for new hires
12. Keep up to date on current employment legislation and regulations and enforcing them within the company. (Access to a support and training system is provided)
13. Keep records, report back on trends and ensure compliance with the school's retention schedules.
14. Develop and establish new and best practices for the school's recruitment process.

Key Performance Indicators

1. Successful recruitment opportunities leading to a positive outcome
2. Staff retention
3. Meeting Safer recruitment practices
4. Keeping recruitment costs within budget

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the schools, the post holder will also be expected:

1. Act as an ambassador for ALP Schools by supporting our values and expectations.

2. Be a significant presence and role model for students and staff and fully meet the dress code.

3. Follow and where appropriate enact all relevant policies, procedures, and guidelines.

4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.

2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars, or other meetings as required by his/her own training needs and the needs of the service.

3. Expenses will be paid in accordance with the Local Conditions of Service.
4. This post is subject to a check being carried out at an Enhanced level by the Data Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining, and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication, and elsewhere. We endeavor to treat people fairly on the basis of individual needs and to build a workforce that is diverse.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

Your application should mention any experience you have had which shows how you meet these requirements.

Qualifications and Experience

- To have achieved a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- ICT qualification to at least level 2 or to be competent in all IT programs and systems required for the job. (E)
- Experience in Administration (E)

Full training can be provided for this role, However it is desirable that the candidate may have:

- Further education in Human Resources or Recruitment based qualification (D)
- Further education and relevant qualifications in business and administration (D)

Ability, Skills, Knowledge

- Good communication skills
- Excellent numeracy and literacy skills
- Good IT skills
- Ability to design and create different recruitment strategies
- Sound planning and negotiating skills
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Display a conscientious and logical approach to recruitment
- Ability to adapt to changing and conflicting demands
- Ability to be flexible
- Ability to demonstrate an understanding of children with special educational needs
- Ability to contribute to the life of the school

- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
- Ability to think about and create different types of interviews relevant to a variety of school based positions

Other

- Willingness to adapt flexible working hours and working arrangements to meet the needs of the schools and home life balance