



Job Description **HR Assistant, Recruitment and Onboarding**

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

Responsible to	Recruitment and Equality Manager
Grade	4 £19,698 - £23,080 per annum
Hours	37 hours per week all year round, applications on a flexible basis welcome
Location	Based at Barr's Hill School or Keresley Newland Primary Academy with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

To work as part of the Trust's Central HR Team, to deliver efficient, effective and professional recruitment and onboarding administration, which is compliant with the requirements of safer recruitment practice at all times. This includes the recruitment and onboarding of employees, casual workers and volunteers.

To support the work of the Trust's Recruitment and Equality Manager, to ensure that the Trust and its Schools attract and retain colleagues to meet the needs of learners.

Duties and responsibilities

- Implement and help to develop administrative processes, procedures and systems for recruitment and onboarding, which ensure compliance with School and Trust policies and procedures and statutory requirements, including those in respect of safeguarding and data protection.
- Work collaboratively with colleagues based in schools and across the Trust to ensure that recruitment needs are met, including but not limited to:
 - Providing support for internal and external recruitment events.
 - Working with colleagues in marketing and the Trust's internal and external recruitment partners, to promote schools and the Trust and enable the best candidates to be sourced and secured.
 - Working with the Trust's Recruitment and Equality Manager to develop the use of social media to attract candidates.
 - Developing an understanding of the recruitment cycle for schools and the markets in which schools are operating, to support the development and improvement of recruitment practices.
 - Assisting with the development and maintenance of a central library of recruitment resources for schools to access.
 - Assisting with the review of job descriptions, person specifications, advertisements, interview questions and tasks.
 - Placing vacancies and facilitating the application, interview and assessment process from commencement to completion utilising the Trust's recruitment portal and safer recruitment checklist.



- Supporting the recruitment of new Apprentices, and the utilisation of Apprenticeship Levy funding to offer apprenticeship opportunities to existing colleagues.
- Liaising with colleagues and making the necessary logistical arrangements with respect to shortlisting, interview panels and assessments, including attending schools on interview days as required.
- Producing accurate and timely offer letters and statements of written particulars in accordance with statutory requirements.
- Carrying out all pre-employment checks required in accordance with Keeping Children Safe in Education, including but not limited to obtaining references, processing Disclosure and Barring Service Checks, Prohibition and Section 128 Checks and supporting applicants to obtain overseas checks.
- Ensuring that throughout the recruitment and onboarding process the principles underpinning Deter, Prevent, Reject and Vigilance are implemented at all times.
- Tracking, monitoring and reporting on recruitment activity, alerting relevant colleagues to any issues identified.
- Collating and formatting recruitment equality data to facilitate monitoring and reporting.
- Recording and interrogating data, producing reports and statistical information as required.
- Supporting the implementation of the new colleague induction process, including disseminating information, allocating relevant training and working with colleagues to monitor and secure the completion of training, the Trust's induction checklist and probation reviews as required.
- Working with colleagues to support schools to maintain compliant and up to date Single Central Records with respect to pre-employment safeguarding checks and safeguarding training.

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of HR Assistant are up to date.
- Maintain or work towards membership/ associate membership of the CIPD and utilise the Professional Map.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.
- Request advice, guidance and assistance from the HR colleagues to undertake any aspects of the role as required.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.



Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all School premises and those where School services are provided.

This job description is not exhaustive. It reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**Job description reviewed by: C Bayliss HR Director
Date: January 2022**