

JOB DESCRIPTION

POSITION	HRBP Recruitment
SALARY	Circa £30k [Pending review]
HOURS	37.5 hours per week
FULL TIME EQUIVALENT	Full time 52 weeks
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Senior Business Partner
RESPONSIBLE FOR	HR Systems Administrator
LOCATION	Multi-Site [Hackney area]
KEY WORKING RELATIONSHIPS	Recruiting Managers Principals HR Advisors

Background

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning.

If you want to be part of the team that is improving the future of our students, then read on!

Job Summary

People are the key to success at Mossbourne and this is a pivotal role, as without talented and dedicated staff the Federation cannot realise Sir Clive Bourne’s dream.

Your role will be to provide advice, guidance and administrative support for all recruitment activity and associated matters. To manage the delivery of an efficient and effective recruitment service ensuring that the service provided is meeting organisational need. To help identify and implement changes to service provision by promoting improved ways of working and to design and implement a recruitment strategy, which identifies future hire and talent needs.

Duties and Responsibilities

- Assist managers to produce job descriptions, person specifications and adverts ensuring key competencies and tasks are included

- Liaise with managers to advise on appropriate recruitment attraction methods and work with recruitment agencies or posts adverts accordingly.
- Regularly update and liaise with managers on action taken/required for their vacancy.
- With the assistance of the HR Administrator, co-ordinate applications for shortlisting and organise interviews and assessments, ensuring safer recruitment procedures are adhered to
- Liaise with managers on outcome of interviews and commence appointment procedure.
- With the assistance of the HR Administrator undertake all pre-employment and safeguarding checks including references, right to work and DBS
- Ensure offer letter and contract of employment are produced correctly and issued within required timescales.
- Co-ordinate INSET and induction arrangements
- Ensure the correct vetting checks are carried out for all third party workers and that the disclaimer process is adhered to
- Manage and build relationships with external employment agencies and temporary staffing agencies
- Monitor the total recruitment process from advert to appointment ensuring the coordination of key activities and target dates.
- Coordinate and develop recruitment open days
- Review and implement changes to the recruitment and selection procedures to ensure the efficient delivery of the recruitment function across the Federation and update policies, processes and guidelines where necessary
- Provide management information to the FLT on recruitment statistics including candidate numbers, equal opportunities monitoring, time to hire etc.
- Flexibility to travel between sites when required
- Continually update own professional knowledge within recruitment industry
- To work flexibly as part of a team
- Undertake other appropriate duties as required, commensurate with the grade.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience/knowledge				
E	<ul style="list-style-type: none"> Experience in a similar role and thorough knowledge of recruitment processes 	✓	✓	✓
E	<ul style="list-style-type: none"> Experience of working in a fast pace environment 	✓	✓	
D	<ul style="list-style-type: none"> An understanding, and preferably experience of, recruitment in the education sector including safer recruitment 	✓	✓	
E	<ul style="list-style-type: none"> Ability to work collaboratively and cooperatively with other staff to ensure the delivery of an effective service 	✓	✓	
E	<ul style="list-style-type: none"> Up to date knowledge of UK employment law and contracts of employment 	✓	✓	
E	<ul style="list-style-type: none"> Excellent written, verbal and numeracy skills 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to use initiative and prioritise work 	✓	✓	
E	<ul style="list-style-type: none"> Understanding and a commitment to the promotion of equal opportunities. 	✓	✓	
E	<ul style="list-style-type: none"> Understanding of employment law, including the Equality Act 2010 and GDPR legislation 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to work independently and part of a team, contributing to department and whole school 	✓	✓	
D	<ul style="list-style-type: none"> Experience of OFSTED inspection preparation 	✓	✓	
Qualifications				
D	<ul style="list-style-type: none"> HR degree or equivalent 		✓	
E	<ul style="list-style-type: none"> CIPD qualified 	✓	✓	



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	Membership of the Chartered Institute of Personnel and Development		✓	
IT knowledge				
E	<ul style="list-style-type: none"> Must be adept in Microsoft Office (Excel, Word, Publisher & PowerPoint) 		✓	
D	<ul style="list-style-type: none"> Experience of using SIMS 		✓	
E	<ul style="list-style-type: none"> Ability to swiftly adapt to and utilise new/various systems/software 	✓	✓	
Behavioural Competencies				
E	<ul style="list-style-type: none"> Excellent verbal and written communication skills 	✓	✓	✓
D	<ul style="list-style-type: none"> Strategic approach, ability to see the 'big picture' and also think 'outside of the box' 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to meet ALL deadlines internally and externally ensuring output is of an exemplary standard 	✓	✓	
E	<ul style="list-style-type: none"> Must have the upmost integrity as well as high levels of motivation and commitment 	✓	✓	
E	<ul style="list-style-type: none"> Proactive approach and efficient time management and prioritisation skills 	✓	✓	
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required in order to fulfil the requirements of the role 	✓	✓	
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	
E	<ul style="list-style-type: none"> Recognise your role as part of the 	✓	✓	



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	succession of Mossbourne			
E	<ul style="list-style-type: none">Play an active role in terms of safeguarding all students and adults	✓	✓	

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.

CEO Signature:

I confirm I understand and accept the duties and responsibilities associated with this role:

Employee Name:

Employee Signature:

Date: