

Recruitment Administrator JOB DESCRIPTION



Role Purpose:

Responsible for supporting the administration in efficient and effective Recruitment and Onboarding process for new employees within the trust. You will play a crucial role in ensuring that new hires are recruited in line with the trusts safer recruitment policy and KCSIE, also ensuring they have a positive experience as they transition into their roles and integrate into the company culture. The Recruitment and Onboarding Officer collaborates with various departments to ensure all necessary steps are taken to welcome and integrate new employees, from completing paperwork to providing necessary training and support.

Key Accountabilities:

Reporting to the Recruiting and Onboarding Business Partner, this post holder will be accountable for:

Recruitment and Onboarding

- Support in the recruitment and onboarding cycle in line with safer recruitment from adverts to new starters ensuring excellent customer service
- To coordinate the collection and processing of all necessary employee documentation, including employment contracts, offer documentation, Right to Work, DBS and overseas background checks, references, certifications, and other required paperwork. Ensure compliance with relevant regulations and guidelines.
- Support in creating accurate, up to date staff records to meet E-ACT requirements, ensuring compliance with GDPR, Safeguarding, KCSIE and associated legislation.
- Support in creating data for the Single Central Register for the new hires in line with the SCR and Safer Recruitment Policy
- Assist with complex administrative procedures to ensure safeguarding compliance
- Ensuring communication is consistent with the HR and payroll department.
- Creating profiles on the HRIS, ensuring all information is accurate.
- Creating all log ins required for specific roles/training courses.
- Stay updated on relevant employment laws, regulations, and educational institution policies. Ensure adherence to all legal and regulatory requirements, including equal opportunity and diversity initiatives
- Build the Trust's the profile of the Onboarding team by developing relationships with Headteachers, Academy staff, HR and Payroll other key stakeholders in the trust

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Overseas

- Understanding immigration policies, regulations, and requirements, as well as assessing candidates' eligibility and suitability for immigration.
- Supporting applications via the UKVI platform
- Support with managing the Visa tracker, ensuring we are compliant with UKVI regulations

General

- Maintain accurate and up-to-date employee records, ensuring compliance with company policies, legal requirements, and confidentiality guidelines.
- Stay updated on industry best practices for onboarding and probationary processes, incorporating new strategies and technologies to enhance the onboarding experience.
- Collaborate with HR team to ensure smooth transition to hire in trust providing complex and sensitive information to key stakeholders

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	• Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
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Doing the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	GCSE Maths and English minimum grade 4 or equivalent	X		X	X	
	Relevant employment law knowledge		X	X	X	
	Relevant immigration/visa knowledge		X	X	X	X
Experience	Experience of systems, processes and documentation relevant to one or more of the specialist areas: - Recruitment - Onboarding - Immigration/Visa	X		X	X	X
	Experience of working with external agencies	X		X	X	X
	Experience of extracting and analysing data and running standard reports	X		X	X	X
	Experience of dealing with sensitive and confidential employee information	X		X	X	X
	Experience of preparing documentation for external agencies and statutory returns		X	X	X	X
Skills	Ability to work effectively in a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with all stakeholders	X		X	X	X
	Ability to build and maintain effective working relationships with internal colleagues and external agencies	X		X	X	X

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	Ability to communicate effectively with a wide range of stakeholders using a variety of media	X		X	X	X
	Ability to hold difficult conversations confidently and effectively	X		X	X	X
	Ability to produce reports in appropriate formats		X	X	X	X
	Ability to analyse and evaluate data to identify trends and issues	X		X	X	X
	Ability to prioritise workload effectively to meet deadlines and work under pressure	X		X	X	X
	Ability to use ICT and other specialist equipment	X		X	X	X
	Ability to use software, spreadsheets, databases and other packages effectively	X		X	X	X

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