# Recruiting and Onboarding Officer

# JOB DESCRIPTION

Role Purpose:

As the Recruiting and Onboarding Officer you are responsible for overseeing the efficient and effective onboarding process for new employees within the organisation. You will play a crucial role in ensuring that new hires are recruited in line with the trusts safer recruitment policy and KCSIE (Keeping Children Safe in Education). Also ensuring all new hires have a positive onboarding experience and their transition to becoming a new employee is seamless and keeping all stakeholders informed.

Key Accountabilities

Reporting to the Recruitment and Onboarding Business Partner (Team leader), this post holder will be accountable for:

Recruitment

* Manage the end-to-end recruitment process, including job postings, application screening, interviewing, job offers, document checking and candidate file completion.
* Maintain and update the applicant tracking system (ATS) to ensure accurate and up-to-date candidate information.
* Ensure compliance with all relevant employment laws and regulations.
* Coordinate with hiring managers to understand staffing needs and provide guidance on recruitment best practices. Liaise with Recruitment and Onboarding business partner and Chief Talent Officer.

Onboarding

* Carry out all aspects of the recruitment and onboarding cycle in line with safer recruitment policies and processes.
* Follow the recruitment and onboarding processes and system to ensure all new hires have a positive onboarding experience and are cleared for work in a timely manner with all the rights checks and safeguarding procedures followed and met.
* Coordinate the collection and processing of all necessary employee documentation, including, offer documentation, Right to Work, DBS and Overseas background checks, references, certifications, and other required paperwork. Ensure compliance with relevant regulations and guidelines.
* Create Single Central Register (SCR) for the new hires in line with the SCR and Safer Recruitment Policy.
* Assist when required with any complex administrative procedures to ensure safeguarding compliance.
* Utilise and engage with the successful use of the Applicant Tracking System (ATS) and encourage all stakeholders to use it.
* Provide regular feedback and ideas on enhancements to processes and systems
* Build and maintain strong working relationships with all your stakeholders and candidates
* Complete the onboarding process in an efficient and timely manner and within the team’s service level commitment. Maintaining regular and consistent communication with both the candidate and the Headteacher.
* Act as the main point of contact for the recruitment and onboarding enquiries you are managing
* Provide regular updates and reports on recruitment and onboarding activities to the Recruitment and Onboarding business partner and Chief Talent Officer.
* Ensure effective and consistent communication occurs with HR, payroll and all other key stakeholders
* Create profiles on the HRIS system, ensuring all information is accurate and what is required.
* Be aware of relevant changes or updates to recruitment practices and ensure adherence to all legal and regulatory requirements, including equal opportunity and diversity initiatives
* Identify opportunities for enhancing the service that the Recruitment and Onboarding team deliver, gain feedback from stakeholders and applicants.

Overseas

* Have a baseline understanding of immigration policies, regulations, and requirements, so you can assess candidates' eligibility and suitability for immigration.
* Supporting when required applications via the UKVI platform
* Supporting with managing the Visa tracker, ensuring we are compliant with UKVI regulations

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.

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18year 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 |
| **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 |

KNOWLEDGE, EXPERIENCE & SKILLS

|  |  |
| --- | --- |
| **Requirement** | **Assessed at** |
| **E -** Essential | **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** | Right to work in the UK | X |  | X | X |  |
| Maths and English GCSE minimum grade 4 or equivalent | X |  | X | X |  |
| Relevant employment law knowledge |  | X | 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 |
| 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 |