



<b>Job Title:</b>	HR Manager – Recruitment Campaigns
<b>Responsible to:</b>	Director of HR
<b>Working pattern:</b>	Fixed term, part-time 3 days a week, term time plus 4 weeks
<b>Location:</b>	APT Office (with regular travel to schools across the Trust)
<b>Grade:</b>	MG7 (£42,887 - £46,979 FTE) London Fringe

## **Statement of Purpose**

To provide a dedicated, centralised recruitment resource for the Trust, working in partnership with school leaders and school-based HR leads to deliver timely, high-quality recruitment campaigns across all schools and the Trust Central Team.

The purpose of the role is to supplement the work of HR teams to speed up recruitment processes, reduce vacancy duration, ensure a consistent and professional candidate experience, and reduce reliance on agency staff through effective workforce planning and campaign delivery.

The role will source the best candidates who fit with Trust and school values and assist the Trust in becoming an employer of choice.

## **Main Duties and Key Responsibilities**

- Support workforce planning and anticipate future recruitment needs.
- Actively identify and contact potential candidates through a variety of channels.
- Manage and coordinate end-to-end recruitment campaigns across the Trust.
- Draft inclusive and engaging job adverts aligned with Trust and school branding.
- Agree cost of proposed advertising with school leaders and monitor recruitment advertising spend ensuring best value for money.
- Coordinate all recruitment arrangements including advertising, candidate liaison, and interview logistics. (School leaders will shortlist and interview).
- Make recommendations on job description and person specification content ensuring comprehensible and reader-friendly language, engaging content,

essential skills, knowledge and experience are captured, and documents are of reasonable length.

- Reduce reliance on agency staffing through proactive recruitment.
- Manage pre-employment and safer recruitment checks.
- Ensure consistency of interview and selection processes across all schools.
- Track recruitment metrics including source, cost-per-hire and time-to-hire.
- Work in accordance with the Trust's Safer Recruitment Policy and suggest enhancements.
- Support the Trust in diversifying the workforce.

## **Collaboration & Engagement**

- Build strong professional relationships with school leaders, HR colleagues, and The Trust Central Team.
- Represent the Trust at recruitment fairs and networking events as required.

Any other reasonable duties as required by the Trust Executive Leadership Team.

## Person Specification

Key Criteria	Essential	Desirable
Qualifications and Experience	<p>Good levels of literacy/numeracy, level 2 or equivalent in maths and English</p> <p>Significant experience in recruitment campaign management ideally within education or a complex multi-site organisation.</p> <p>Proven experience of filling vacancies promptly by designing and delivering effective recruitment campaigns.</p>	<p>CIPD Level 5 or above (or equivalent professional qualification).</p> <p>Understanding of the SEND education sector and/or public sector workforce</p> <p>Experience of applicant tracking systems.</p>
Knowledge, skills, abilities	<p>Excellent communication and stakeholder management skills.</p> <p>Confident when speaking to school leaders and candidates.</p> <p>Strong analytical skills with experience of using data to evaluate impact.</p> <p>Competent with Microsoft 365 (Office Apps, SharePoint, OneDrive, Teams, PowerPoint).</p> <p>Confident with social media.</p> <p>Strong organisational skills; ability to prioritise and manage workload and deliver on time.</p> <p>Excellent planning skills and coordination skills.</p>	

Key Criteria	Essential	Desirable
	<p>High degree of accuracy</p> <p>Own vehicle and willing to travel to all Trust sites.</p>	
Work Related Personal Qualities	<p>Calm, friendly and professional manner.</p> <p>Ability to make decisions, share ideas and collaborate effectively across central and school teams.</p> <p>Customer service led approach.</p>	
Other requirements	<p>Eligible to work in the UK.</p> <p>The post is subject to an enhanced DBS clearance.</p> <p>Flexibility in provision of service.</p> <p>Able to operate at a managerial and administrative level.</p> <p>The post holder must be committed to safeguarding the welfare of children.</p>	