

Job Description

Post: Recruitment Facilitator

Responsible To: Talent Acquisition Specialist

Responsible for: None

Summary of Post: This role is key in delivering a seamless recruitment and onboarding experience providing high quality administrative support. This postholder helps create a positive first impression, supports organisational readiness contributing to a safe, compliant and prepared workforce.

Key areas of responsibility:

- 1.1 Partner with the People Services colleagues to develop and implement People services strategies that modernise our function and enable new ways of working to engage a highly capable, agile workforce equipped to thrive in a changing environment.
- 1.2 **Safeguarding management:** contribute to the management of safeguarding, comply with college policies and statutory regulations, responsible for the Single Central Record administration and act on safeguarding concerns identified in a timely manner.
- 1.3 **Data and Systems Management**
 - Maintain accurate employee records across HR systems / databases, ensuring data integrity and compliance with organisational and legislative requirements.
 - Support continuous improvement by identifying opportunities to streamline administrative processes which enhance our customer / candidate experience.
 - Take action to develop our digital record systems and ensure document retention is compliant with GDPR and simplifies record retrieval and retention.
- 1.4 **Recruitment and selection:**
 - Facilitate recruitment and selection events providing excellent customer service.
 - Scan and save documentation that candidates bring on the day.
 - Production of recruitment & selection packs for the hiring manager and panel members.
 - Ensure all signed recruitment documentation is returned to the People Services team, scanned and saved in line with our retention processes.
 - Undertake administration for recruitment initiatives such as: Inspire to Teach, Graduate Trainee schemes and Cover Tutors.
- 1.5 **Onboarding administration:**
 - Coordinate all administrative steps in the onboarding process, including issuing offer documentation, terms & conditions of employment, collecting evidence and take action to ensure all pre-employment vetting is completed accurately and in a timely manner

- Prepare and maintain onboarding material, induction schedules, system access requests and health and wellbeing support to ensure new starters are prepared for day one.
- Maintain clear, timely communication with the People Services Team, hiring managers and candidates and internal teams to ensure a seamless onboarding journey

1.6 Mandatory training coordination

- Take action to ensure that all new starters are enrolled on the correct mandatory training modules, including pre and post-employment.
- Ensure existing staff complete refresher training in a timely manner, as directed.
- Maintain accurate training records, updating systems and reporting compliance and non-compliance as required.
- Liaise with the people services team and colleagues to ensure training content, schedules and access remain up to date.

1.7 Legal Compliance: Ensure full compliance with employment legislation and statutory regulations and best practice recruitment methods. (*Immigration, Asylum and Nationality Act 2006, Equality Act 2010, Rehabilitation of Offenders Act 1974 and Keeping Children Safe in Education, GDPR*). Oversea the College Home Office Sponsor Licence Scheme.

1.8 Employer brand advocacy: Act as a role model, champion our brand and benefits of working here through your communication with candidates and staff.

1.9 HR Initiatives: Contribute to HR initiatives and projects as directed.

1.10 Personal Development: Undertake CPD activities, participate in all College mandatory training, attend relevant internal and external CPD events.

1.11 College Policies and Procedures: Contribute to developing and updating relevant people services policies and procedures. Familiarise yourself with all relevant College policies and procedures and that they are fully compliant, including but not limited to GDPR, safeguarding, health & safety and People Services policies.

1.12 Equality & Inclusion: Promote a positive, and inclusive ethos that challenges discrimination and promotes fairness, respect, equality, and inclusivity.

1.13 Meetings / CPD as required, attend HR and cross college meetings, participate in project work and CPD as directed.

1.14 To undertake other duties as may be commensurate with this role and as directed by the Senior Leadership team members.

**This role is subject to an Enhanced Disclosure and Barring Service Check.
This role specification is subject to change and therefore is not contractual.**