

Job Description Recruitment and Equalities Manager

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

Responsible to	Operations Director
Grade	7 £33,201 to £40,057 per annum
Hours	37 hours per week all year round
Location	Based at Keresley Newland Primary Academy with a requirement to travel to undertake work at and for schools across the Trust

Job Purpose

To work with colleagues to centralise Trust recruitment, developing and embedding new ways of working, to ensure that the recruitment needs of all schools are met, through the delivery of an efficient, effective and professional recruitment and onboarding service. This includes the recruitment and onboarding of employees, casual workers and volunteers.

To work with colleagues to secure Trust compliance with the Public Sector Equality Duty, and aid the achievement of School and Trust equality objectives.

Duties and responsibilities

Strategic

- Support the development and delivery of a Trust wide recruitment and onboarding strategy, which will enable the best candidates to be sourced and secured and ensure that the needs of learners are met, including developing the Trust's use of social media and recruitment KPI's.
- Develop positive and effective working relationships with the Trust's internal and external recruitment partners, including the Futures Teaching Alliance, Hays and e teach, which seek to deliver tangible benefits for schools.
- Work collaboratively with colleagues in HR, schools and across the Trust, to seek to promote and secure the Trust's reputation as an employer of choice, including providing support for internal and external recruitment events.
- Develop a thorough understanding of the recruitment cycle for schools and the markets in which schools are operating, to support the development and improvement of recruitment practices.
- Work with colleagues to implement the e teach recruitment portal, to secure the centralisation and streamlining of recruitment administration, and to facilitate centralised monitoring and reporting.
- Develop the Trust's use of the Talent Pool functionality delivered by the e teach portal.
- Develop administrative processes, procedures and systems for recruitment and onboarding, which ensure compliance with School and Trust policies and procedures and statutory requirements, including those in respect of safeguarding and data protection.
- Oversee and contribute to the development and maintenance of a central library of recruitment resources for schools to access, including carrying out a review of job descriptions, person specifications, advertisements, interview questions and tasks.

- Work with colleagues to develop and implement an improved and consistent approach to onboarding and inducting new colleagues, including reviewing and revising the current induction checklist and approach to the dissemination of training and information.
- Work with schools to support the recruitment of new Apprentices, and the utilisation of Apprenticeship Levy funding to offer apprenticeship opportunities to existing colleagues.
- Work with colleagues across the Trust to seek to secure Trust compliance with the Public Sector Equality Duty, and aid the achievement of School and Trust equality objectives, including achieving and maintaining accreditation as a Disability Confident Employer and ensuring that all colleagues receive annual equalities training.

Operational

- Work with schools across the Trust to understand and meet their recruitment needs, providing professional advice and guidance and ensuring that recruitment processes are appropriately resourced.
- Work with colleagues to develop and implement administrative processes, procedures and systems for recruitment and onboarding, which ensure compliance with School and Trust policies and procedures and statutory requirements, including those in respect of safeguarding and data protection.
- Ensure that the Trust's safer recruitment practices are robust and comply with the requirements of Keeping Children Safe in Education at all times.
- Work with colleagues to deliver safer recruitment training as necessary, ensuring that new relevant colleagues receive training and that refresher training is undertaken every two years.
- Redesign the Trust's Safer Recruitment Checklist to align with the use of the e teach portal.
- Monitor and regularly report on recruitment KPI's and equality data.
- Ensure that where required, job evaluations are carried out and validation records held on file.

Working with the Trust's HR Assistant for Recruitment and Onboarding:

- Place job vacancies and facilitate the application, interview and assessment process from commencement to completion utilising the Trust's recruitment portal and Safer Recruitment Checklist.
- Liaise with colleagues and make the necessary logistical arrangements with respect to shortlisting, interview panels and assessments.
- Ensure that accurate and timely offer letters and statements of written particulars are provided in accordance with statutory requirements.
- Carry out all pre-employment checks required in accordance with Keeping Children Safe in Education, including but not limited to obtaining references, processing Disclosure and Barring Service Checks, Prohibition and Section 128 Checks and supporting applicants to obtain overseas checks.
- Ensure that throughout the recruitment and onboarding process the principles underpinning Deter, Prevent, Reject and Vigilance are implemented at all times.

- Track, monitor and report on recruitment activity, alerting relevant colleagues to any issues identified.
- Ensure that the new colleague induction process is implemented in a timely and consistent manner, including the dissemination of information and the allocation of relevant training.
- Work with colleagues to monitor and secure the completion of training, the Trust's induction checklist and probation reviews as required.
- Work with colleagues to support schools to maintain compliant and up to date Single Central Records with respect to pre-employment safeguarding checks and safeguarding training.

Line Management

- The postholder is responsible for the management of the Trust's HR Assistant for Recruitment and Onboarding.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Recruitment and Equalities Manager are up to date; strive to keep up to date with relevant legislation and the guidance and Codes published by the DfE, ACAS, LGA and other professional authoritative sources.
- Maintain membership/ associate membership of the CIPD and utilise the Profession Map.
- Be a professional role model, and understand and promote the aims of Schools and the values of the Trust.
- Request advice, guidance and assistance from the HRD to undertake any aspects of the role as required.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and</p>

to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description is not exhaustive. It reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**Job description reviewed by: Victoria Hastie, Operations Director
Date: May 2022**