

## Person Specification Recruitment and Equalities Manager

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

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

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured by</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level upper second or first class or equivalent experience</li> <li>• Full driving licence and own transport</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualified at level 5 or above</li> <li>• Current member of CIPD</li> </ul>	Application Form Certificates / membership number / licence
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to work at pace whilst being flexible and adaptable to changing requirements and priorities day to day; proactive and responsive</li> <li>• Excellent organisational skills with the ability to efficiently and accurately organise, oversee and undertake high volume administration, meeting deadlines and service standards</li> <li>• Able to represent the Trust, its schools and values positively and professionally at all times</li> <li>• Excellent communication skills; able to communicate both verbally and in writing with a range of audiences</li> <li>• Proven ability to develop effective professional working relationships with internal and external stakeholders at all levels</li> <li>• Able to successfully develop and implement systems and processes, and to plan for the efficient and effective use of available resources</li> </ul>		Application Form Interview Written Test Presentation

<b>Skills and Abilities continued</b>	<ul style="list-style-type: none"> <li>• Able to develop a thorough knowledge and understanding of safeguarding requirements and ensure that they are implemented at all times</li> <li>• Able to develop a thorough understanding of the recruitment cycle for schools and the markets in which schools operate, to support the development and improvement of recruitment practices</li> <li>• Able to work with the Trust's existing recruitment partners and to establish new relationships to secure the best possible candidates</li> <li>• Able to follow Trust and school safeguarding procedures and recognise when to report any concerns</li> <li>• Able to champion equality, inclusion and diversity, and to support colleagues to meet and develop the Trust's equality objectives and aims in relation to staffing</li> <li>• Excellent interpersonal skills and the ability to demonstrate tact and empathy when dealing with sensitive issues</li> <li>• Able to maintain the highest levels of confidentiality and data security</li> <li>• Able to work independently and as an effective team member</li> <li>• Can interpret and present written and numerical data in formats including spreadsheets, written reports and presentations</li> <li>• Able to manage, motivate and develop colleagues</li> <li>• Able to deliver safer recruitment training</li> </ul>		Application Form Interview Written Test Presentation
---------------------------------------	---	--	---

<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 years' experience in a HR or recruitment management position</li> <li>• Working in a fast paced environment whilst securing compliance and meeting deadlines</li> <li>• Developing and implementing systems / initiatives to achieve organisational aims</li> <li>• Working with external partners to add value and achieve outcomes</li> <li>• Problem solving and utilising data to inform action planning and meet objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education context</li> </ul>	Application Form Interview
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of operational matters pertaining to recruitment</li> <li>• The impact of recruitment on outcomes for learners</li> <li>• The role of the recruitment and onboarding function in education settings in safeguarding and promoting the welfare of children and young people, and that safeguarding is the responsibility of every individual</li> <li>• ICT systems and how to use them to improve efficiency and effectiveness within the recruitment function</li> <li>• Equal pay and the role of job evaluation</li> <li>• Data protection and confidentiality in the recruitment and equality context</li> <li>• The Public Sector Equality Duty and aspects of the Equality Act 2010 relevant to the role</li> <li>• How to support the organisation to develop and embed practices which deliver equality, inclusion and diversity in relation to staffing</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping Children Safe in Education and issues relevant to safeguarding in the context of employment practice in schools/academies</li> <li>• Pay and conditions in the education sector</li> </ul>	Application Form Interview Written Test Presentation

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>•A professional role model who is committed to their own professional development and to developing others</li>   <li>•Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li>   <li>•Able to work calmly under pressure and withstand stress</li>   <li>•Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview
---------------------------	--	--	----------------------------

**Person specification reviewed by: Victoria Hastie, Operations Director**  
**Date: May 2022**