

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Recruitment Specialist
<b>SALARY:</b>	£25,000 to £30,740, depending on qualifications and experience
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm. You will be expected to work a minimum of 22.5 hours per week during these times as required by the HR Director and to attend evening meetings as required. In addition you will be eligible for a one hour lunch break which will not count towards your working hours.
<b>HOLIDAYS:</b>	25 days plus bank holidays
<b>CONTRACT:</b>	0.6 FTE (three days a week – 22.5 hours)
<b>REPORTS TO:</b>	HR Director
<b>LOCATION:</b>	Flexibility to work at our Charity Office in Vauxhall and at any of our school or service provision sites is required.
<b>START DATE:</b>	March 2020
<b>PROBATIONARY PERIOD:</b>	6 months

### [About BeyondAutism](#)

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers.

We run 2 Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and an Early Years' service. We are seeking to hire a self-motivated, experienced and energetic Recruitment Advisor to work with the charity team and support the full range of hiring and on-boarding activities across the schools and charity.

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## JOB SUMMARY

- Providing a professional, efficient and effective recruitment and onboarding service to BeyondAutism.
- Lead the recruitment and selection process and accurate supporting data and document administration
- Be the 'super user' responsible for ensuring that all hiring flows through the recruitment system
- Ensure we hire in accordance with Safer Recruitment standards.

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## MAIN DUTIES AND RESPONSIBILITIES

### Recruitment Lead

- Manage and coordinate all aspects of the recruitment process, in line with 'Safer Recruitment' practice including; advertising, agency liaison, drafting interview questions, arranging interviews, providing feedback and managing the starter process.
- Be responsible for the Candidate Management System (CMS) providing expert advice on its use to the HR team, hiring managers and candidates
- Develop and maintain a credible recruitment plan that provides the talent the charity requires in a timely and cost effective manner
- Minimise the organisations use of contract and agency workers
- Provide the main point of contact for candidates and handle any queries or concerns
- Send out / make available on-line application packs for candidates in response to adverts and advise candidates with any queries.
- Schedule interviews and coordinate details and documentation with candidates and hiring managers
- Assist at interview days by greeting and escorting interviewees to the place of interview and classroom observations, ensuring all recruitment documentation is obtained and recorded
- Ensure DBS and safeguarding procedures are adhered to for all new starters.
- Ensure that all recruitment checks are completed, followed up (where necessary) and recorded on the Single Central Register and in individual personnel file
- Maintain and update the recruitment procedures to reflect the capabilities of the CMS system and best practice
- Confirm start dates with hiring managers and candidates
- Work with the HR administrator to ensure that all new starter documentation including offer letters, contracts of employment & induction plans are prepared and released accurately and on time

- Preparing Induction packs for new starters and help with delivery of HR inductions elements
- Supporting with the delivery of new staff inductions.
- Proactive monitoring and administration of events such as probationary periods.
- Maintenance of the Single Central Register and other HR systems and providing HR Management Information to management as required.
- To confidentially collect and record applicant equal opportunity data and destroy applicant copy once collated.
- To prepare an annual report for SMT on equal opportunities and workforce diversity.

### General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- To safeguard children at all times
- To undertake training as required
- Assist with other work, events and projects as needed
- Any other duties that the HR Director or CEO may reasonably require.

### Additional Training Provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Behaviour Analysis (ABA) in-house basic training
- Safer Recruitment
- Undertake training to remain up to date on all aspects of employment law relating to selection and recruitment.

January 2020