

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Education Charity Professional Recruiter
<b>SALARY:</b>	£25,000 to £28,000 FTE (Full time or 4 days per week)
<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 30 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>	Full time or 0.8 full time equivalent. Initial 12 month fixed term contract with possibility of permanent placement.
<b>REPORTS TO:</b>	HR Manager
<b>LOCATION:</b>	BeyondAutism sites (Hybrid Working)
<b>START DATE:</b>	Early July 2022
<b>PROBATIONARY PERIOD:</b>	3 months

### [About BeyondAutism](#)

BeyondAutism whose vision is to ensure everyone with autism accesses an education which empowers a life full of choice, independence and opportunity.

Our services include specialist independent schools for children and young adults with autism from the ages of 4-19. Our Early Years' service provides support for families and children aged 15 months – 5 years, and our Post-19 provision offers opportunities for young adults from the age of 19 to 25, helping to prepare them for adulthood.

## JOB SUMMARY

- Provide maternity cover for the Recruitment Specialist for 12 months
- Operate a professional, efficient and effective recruitment and onboarding service to BeyondAutism
- Manage and organise the recruitment and selection process for all vacancies providing accurate reporting and timely management of contract and onboarding document administration
- To work closely with the HR team to provide professional HR administration for recruitment and selection, performance management and contractual documentation
- Help maintain the Single Central Record for all staff
- Ensure all recruitment meets the expectations of Safer Recruitment standards and the requirements of the Dept for Education's Keeping Children Safe in Education.

## MAIN DUTIES AND RESPONSIBILITIES

- Help lead 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.
- Keep up to date and maintain a credible recruitment plan that sources in a timely and cost effective manner the talent that the charity's services require.
- Be the main point of contact for candidates and handle any queries or concerns
- Lead in in scheduling interviews, coordinating 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, referencing and safeguarding procedures are adhered to for all new starters.
- Ensure that all recruitment and HR checks are completed, followed up (where necessary) and recorded on the Single Central Register and in individual personnel file.
- Send correspondence confirming start dates with hiring managers and candidates
- Ensure that all new starter documentation including offer letters, contracts of employment & induction plans are prepared and released accurately and on time.
- Ensure that employee digital files are accurate and up to date.
- Preparing Induction packs for new starters and help with delivery of HR inductions elements.
- Support the delivery of new staff inductions.
- Monitor and administrate events such as probationary periods

- Assist in preparing weekly & monthly reports and in helping compose an annual report for SMT.

### General Responsibilities

- To be familiar with and ensure compliance with the requirements of Safeguarding and Safer Recruitment, attending training as required.
- To maintain the HR database & SCR system and other digital and paper based filing systems, ensuring these are accurate and up-to-date
- Maintain a comprehensive recruitment plan with input from hiring managers
- Assist with other HR work, events and projects as needed
- Conduct any other reasonable duties that may be required

### 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.