

## Job Description

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Resourcing Co-ordinator	
<b>Reports to:</b>		Resourcing Business Partner	
<b>Job Grade</b>	LEG C	<b>Department</b>	Human Resources and Organisational Development

### CORE RESPONSIBILITIES:

1. Provide system and administrative support to the recruitment team and hiring managers.
2. Advertising job vacancies in an accurate and timely manner.
3. Champion Inclusive recruitment practice.
4. Support hiring managers with any queries regarding the appointment of permanent and/or agency staff in accordance with the group recruitment policy.
5. Assist with the development and delivery of attraction activities including the creation of high-quality recruitment communication materials and placement of adverts on external job boards and social platforms.
6. Assist with sourcing candidates for Luminate Education Group vacancies, across teaching, management and support services roles.
7. Support the recruitment team to build and maintain a compelling online presence using a variety of social media platforms
8. Ensuring that the Applicant Tracking System (ATS) is kept up to date and that the data is accurate at all times.
9. Provide support to hiring managers and internal stakeholders for internal ATS related queries
10. Support the recruitment team by providing information including reports and metrics from the ATS and wider sources.
11. Co-ordinate and help deliver recruitment campaigns and events including job fairs.
12. Be responsible for the processing of purchase orders and invoices for the recruitment team.

### SPECIFIC RESPONSIBILITIES:

- Deliver an enabling and responsive, customer-focused HR and OD service.
- Work collaboratively and consultatively across the group to ensure the service proactively supports managers, employees and key stakeholders.
- Commitment to the delivery of a professional manager-led HR and OD (People) Service.
- Contribute towards service cross-functional projects and work streams.

- Improve and maintain internal relationships across the Luminate group.
- Contribute to and actively support the Wellbeing Strategy.
- Cultivate strong partnership working with all internal, external stakeholders including the Trade Unions, developing positive working relationships through effective engagement and communication.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

##### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

##### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

##### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

##### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

##### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

##### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Resourcing Co-ordinator
<b>Department</b>	Human Resources and Organisational Development

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to Level 2 or above in English and Maths or equivalent qualification (for example GCSE grade C or GCSE grade 4)	A / C
D	Q2. Appropriate professional HR or recruitment qualification Level 3 or above or working towards (for example CIPD, CertRP or CertIHR)	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Previous experience of working in a HR or Recruitment support role.	A / I
E	EK2. Experience of managing a variety of tasks and working to deadlines.	A / I
E	EK3. Experience of liaising and working collaboratively with internal and external stakeholders, with the ability to develop highly effective working relationships at all levels.	A / I

E	EK4. Knowledge and experience of working with HR systems and procedures including Applicant Tracking Systems (ATS).	A / I
E	EK5. Knowledge and experience using different platforms for advertising/promoting vacancies.	A / I
E	EK6. Up to date knowledge of recruitment best practice and relevant employment law.	A / I
E	EK7. Experience of creating reports and metrics.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload.	A / I
E	SC2. Excellent oral and written communication skills	I / T
E	SC3. Strong initiative with the ability to make independent decisions	T
E	SC4. The ability to work to tight deadlines without compromising quality and standards.	I
E	SC5. Ability to contribute towards improving service delivery and/or processes with cost effective solutions.	I
E	SC6. Customer focus - provide outstanding levels of customer service and manage stakeholder expectations.	I
E	SC7. Competent in Microsoft Office (Word, Excel, PowerPoint, Teams) and working knowledge of Google applications.	I
E	SC8. Proficient in posting vacancies on job boards and social media.	A / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I

E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I