



*Creative  
Education  
Trust*

## **RECRUITMENT MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION**

### **JOB DESCRIPTION**

**Reports to:** Director of Human Resources  
**Salary:** £45,000  
**Location:** Holborn, London (with regular travel to the Trust's schools)  
**Contract type:** Full-time, permanent

### **The Role**

To work in partnership with schools across the Creative Education Trust to support their recruitment needs. You will develop cultivation and outreach activities that establish a strong employer brand and relationships with key external partners.

### **Key responsibilities and accountabilities**

- Ensure that the recruitment of teachers and senior leaders across schools is conducted effectively.
- Provide high-quality advice and support to school leaders and staff on all aspects of the recruitment process. For schools joining the network, manage the recruitment process until it is handed over to be managed locally.
- Deliver an effective search strategy which delivers high quality candidates, including a pipeline of potential internal candidates.
- Build long-term partnerships with key external bodies (e.g. universities, education organisations, etc.) for outreach activities and maintaining the Creative Education Trust employer brand.
- Support schools to deliver a schedule of events to develop a talent pipeline.
- Work with schools to promote the Employee Referral scheme and encourage staff participation in recruitment events.
- Support schools in the delivery of a compelling advertising and marketing strategy for candidates at all levels to ensure that the Creative Education Trust employer brand continues to attract high calibre applicants through press, web sites, and social media.
- Provide regular progress reports to Director of Human Resources on talent pipeline, recruitment costs and search activity.
- Promote equal opportunities and diversity in recruitment policy and practice.
- Act as an ambassador for Creative Education Trust to maintain our reputation as an employer of choice.



This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Director of Human Resources.



## PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Recruitment related qualification or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful track record of managing end to end recruitment campaigns.</li> <li>• Experience of recruiting through outreach activities</li> <li>• Clear ability to 'sell' career opportunities to prospective candidates including those who might not necessarily be looking to change roles through a range of search and outreach activities</li> <li>• Proven track record of developing and implementing effective candidate attraction strategies including for hard to fill roles.</li> <li>• Experience recruiting through social media (e.g. LinkedIn)</li> </ul>	<ul style="list-style-type: none"> <li>• In-house recruitment experience</li> <li>• Experience working in the education sector.</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Knowledge of and experience in the education sector</li> </ul>	
Skills and personal attributes	<ul style="list-style-type: none"> <li>• Drive and enthusiasm for promoting the organisation and sourcing candidates of the highest quality; a natural networker</li> <li>• Ability to make sound judgements and assess potential problems around recruitment and selection strategies and processes</li> <li>• Strong administration skills and the ability to maintain and implement effective systems</li> </ul>	



	<ul style="list-style-type: none"> <li>• Ability to multitask and prioritise competing demands effectively</li> <li>• Ability to write clearly and concisely, to produce and maintain documents and to effectively proof read material for public distribution.</li> <li>• Approachable and adaptable.</li> <li>• Resilient, motivated and committed to improving standards and driving results.</li> <li>• Adaptable and able to work with minimum supervision and proactivity.</li> <li>• Aligned with Creative Education Trust's high aspirations and high expectations of self and others</li> </ul>	
Equal opportunities	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• An understanding of up-to-date safeguarding requirements</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.