

JOB DESCRIPTION

Employment Details	
Job Title	Recruitment Lead
Reports to	Deputy Director of HR
Salary Band	HAY Q Lower (29-33)

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
- To support the delivery of the recruitment aspects of the HR Strategy as lead for recruitment across the trust. - To provide expert advice and guidance on recruitment, campaigns, candidate attraction and resourcing. - To ensure compliance within recruitment and onboarding across the Trust.

Responsibilities
- Line management of the recruitment team. - Lead on the recruitment process across the Trust, with responsibility for the end-to-end process for Central and leadership recruitment, including providing support for Trustee recruitment where required. - Ensure a strong candidate attraction and online presence, ensuring application packs are accurate and sell the Trust effectively. - Ensure that the suite of recruitment documents is maintained and kept up to date, including Job Descriptions, Person Specifications, adverts, recruitment packs, interview questions and shortlisting tables. - Ensure safer recruitment processes are adhered to and recruitment and onboarding are fully compliant. - Oversight and management of the Trust's Applicant Tracking System (ATS) and talent pool. - Build and maintain relationships with key providers including agencies and system providers. - Keep abreast of new initiatives, regulations and guidelines for recruitment, onboarding, right to work and education-specific guidance. - Develop creative talent attraction methods and campaigns, including engaging with external organisations, recruitment initiatives and careers fairs. - First point of contact and expert advice and guidance on safer recruitment, right to work queries, overseas recruitment, SCR, DBS and onboarding. - Support schools with Ofsted inspections, ensuring the recruitment process is explained fully. - To conduct employee file and system audits to ensure accurate and compliant record keeping. - Advice and guidance on agency use, including negotiating terms and conditions where required. - Support with induction sessions as required, working with the Senior Field HR Manager.

- Organise and attend recruitment days and careers events to attract new employees and work collaboratively with Trust schools.
- Reviewing and signing offer letters and contracts prepared by Recruitment Officers, confirming alignment with the approved recruitment request and full compliance with vetting and safer recruitment standards.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	August 2026
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
- GCSEs or equivalent qualification (including English and Maths) - Commitment to own CPD	- CIPD qualification, or equivalent experience - Recruitment qualification, or equivalent experience - Evidence of further study
Skills and Experience	
Essential	Desirable
- Competent in the use of Microsoft Office and Outlook - Internal resourcing / recruitment experience including use of recruitment systems / ATS - Onboarding experience - Excellent communication skills – verbal and written - Building relationships at all levels including external stakeholders, suppliers, candidates and recruitment agencies - Strong negotiation skills - High attention to detail - Excellent customer service skills - Able to travel to multiple sites as required	- Proactive recruitment experience including managing a talent pool - Experience of organizing and participating in careers events and recruitment fairs - Experience of developing recruitment literature - Line management experience
Specialist Knowledge	
Essential	Desirable
- Safer recruitment in education - Keeping Children Safe in Education requirements - Right to Work - DBS checks - Single Central Record management / oversight - Recruitment and resourcing techniques and processes – proactive approach - Employment law and how it relates to recruitment	Overseas recruitment / skilled worker sponsorship
Personal Traits	
The successful candidate will:	
- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. - Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. - Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. - Have values that align with the ethos and culture of The White Horse Federation.	