



Wellspring Academy Trust

Post Title: Recruitment coordinator - business support

Wellspring Academy Trust: Cross Regional

Reporting to: Recruitment Manager

Salary within the range: £25,510 - £28, 316

Purpose of the post

The Recruitment Coordinator supports the end-to-end hiring process for academic and non-academic staff across designated regions and departments of the Trust. This role ensures a smooth candidate experience, provides administrative and logistical support to the Recruitment team, and helps maintain compliance with hiring requirements. The ideal candidate is detail-oriented, organised, and skilled in communication and relationship-building.

You will work as part of a focused pro-active team which provides extensive and wide-ranging support to our Academies and the Central Team. You will provide a professional service to a range of internal and external stakeholders across Wellspring Academy Trust.

Key Responsibilities

Recruitment Administration

- Coordinate the full recruitment lifecycle for teachers, support staff, administrators and temporary staff.
- Draft and post job advertisements on internal platforms, job boards and social media.
- Maintain and update applicant tracking systems (ATS) and recruitment databases.
- Screen resumes for minimum qualifications and forward shortlisted candidates to hiring managers.

Candidate Support

- Schedule interviews, assessments, and school tours.
- Serve as the primary point of contact for applicants, providing timely updates and support.
- Assist candidates with credentialing requirements, background checks, and documentation.

Hiring Manager Support

- Partnering with the Recruitment Manager, you will work closely with principals, department heads, and hiring committees to coordinate recruitment needs and activities
- Prepare interview materials and resources.
- Ensure hiring teams follow consistent, compliant, and equitable hiring practices in line with safer recruitment and trust policies.

Compliance & Documentation

- Ensure all recruitment activities comply with education sector regulations, safeguarding requirements, and equal employment opportunity standards.
- Maintain confidential personnel records and ensure accurate documentation for audits.
- Support onboarding processes, including contract preparation and reference checks.

Reporting & Process Improvement

- Track and report recruitment metrics, such as time-to-fill, applicant pipeline, and hiring outcomes.
- Contribute ideas to improve recruitment workflows, candidate experience, and diversity efforts.
- Assist in planning and coordinating job fairs, recruitment events, and outreach initiatives.

General

- Contribution to and completion of ad hoc projects.
- Maintain good working relationships with colleagues and communicate regularly with relevant persons.
- Demonstrate an active commitment to own professional development.
- Respond to organisational needs and deadlines as they arise.
- Provide a responsive and supportive service with a willingness to seek and embrace different and enhanced working methods.
- Maintain a high volume, varied workload and work under pressure to meet tight and demanding deadlines.
- Assist in the production of communication materials relevant to recruitment
- Communicate effectively and professionally with various stakeholders.
- Support cross regional developments, activities and events.
- Undertake research relating to various projects.
- Your primary focus of work may change over time in line with organisational demands and your personal development needs.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring team members are required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential/ Desirable	Application Interview
Qualification and Certification		
GCSEs in Maths and English or equivalent	E	A
Relevant level 3 or have equivalent professional experience in training and development	D	A
Degree educated or equivalent	D	A
Experience		
Experience of working within the education sector	D	A
Evidence of continued professional development	E	A
Experience of quickly developing strong working relationships and networks with key individuals internally and externally	E	A&I
Effective team working and aligning the day to day work and goals of the individual with the organisation's strategic vision	E	A&I
Demonstrable relevant experience	D	A&I
Skills and Abilities		
Outstanding communication skills (written and verbal) and able to communicate with a range of stakeholders internally and externally	E	A&I
A flexible and committed approach to work with the ability to generate new ideas and think creatively	E	A&I
Excellent customer service skills and the ability to manage customer expectations	E	A&I
A proactive and creative thinker - able to demonstrate the ability to apply these skills to deliver outcomes	E	A&I
Delivery focused with high levels of drive and energy - able to work on own initiative and as part of a team	E	A&I
Fluent in spoken and written English	E	A&I

Additional Requirements		
Operate with the highest standards of personal/professional conduct and integrity.	E	A&I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	A&I
Willing to undertake training and continuous professional development in connection with the post.	E	A&I
Work in accordance with the Trust's values and behaviours.	E	A&I
Able to undertake any travel in connection with the post.	E	A&I
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	E	A&I
Satisfactory DBS disclosure to work in an environment dealing with young people.	E	A&I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	A&I
A commitment to safeguarding and promoting welfare for all.	E	A&I

November 2025