



<b>Post Name</b>	Resourcing & Talent Development Lead
<b>Reporting To</b>	Head of People, Operations
<b>Location</b>	Hybrid working/flexible
<b>Salary Scale Point</b>	NJC point 28 to NJC point 32 (full time equivalent) £39,152- £42,839  To be appointed on a 5-point band within this range depending on experience
<b>Weekly Hours</b>	52 weeks 1 FTE / 37 hrs a week
<b>Contract Type</b>	Permanent

<b>Main Duties</b>
<p><b>Core Purpose:</b></p> <p>To support the delivery of the People Strategy, as part of the People Operations Team, with key accountabilities and responsibilities for Talent and Resourcing including Recruitment, Retention, Induction and Apprenticeships.</p> <p><b>Key Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To advise on talent development and recruitment initiatives.</li> <li>• To oversee the recruitment process across the Trust, acting as the main point of contact for recruitment and resourcing advice and strategies, ensuring adherence to safer recruitment, internal procedures and employment legislation, supported by the wider Central People team.</li> <li>• Responsible for Central recruitment from start to finish, including Principals, Trustees, Senior Leaders.</li> <li>• To ensure the Trust is compliant in terms of SCR at each school, monitoring this and making improvements where necessary.</li> </ul> <p><b>Recruitment &amp; Resourcing</b></p> <ul style="list-style-type: none"> <li>• Manage and oversee the recruitment process from start to finish, with support from the Central People Support Officers, ensuring application packs and all recruitment</li> </ul>

paperwork are fit for purpose; and ensuring compliance checks, DBS, references and due diligence on new starters are completed.

- Ensure the suite of recruitment documents is maintained and kept up to date, including JDs/Person Specs/Adverts/Interview Questions/Shortlisting Tables.
- Responsibility for Central, Senior Leader, Principal and Trustee recruitment under the direction of the People Senior Leadership Team, including coordination of interviews, referencing and onboarding.
- Have oversight of the applicant tracking system, advising on advertising and recruitment campaigns, and managing the talent pools, providing advice on proactive ways to recruit new talent.
- Produce recruitment and onboarding data and reporting in line with KPIs.
- Keep up to date with new initiatives and work with external bodies to attract new talent including apprenticeship programs, graduate schemes and other entry to work and social mobility initiatives.
- First point of contact for recruitment queries.
- Working with agencies to ensure preferential supplier rates – provide Trust wide list of contacts and terms.

### **Compliance**

- Ensure contracts are produced accurately and issued in a timely manner by the Central People Support team.
- Ensure the SCR is kept up to date, monitoring and auditing regularly to ensure compliance, and reporting quarterly to the Staffing Committee.
- Quarterly spot-checks / audits on recruitment files to ensure compliance, producing reports for People SLT.

### **Onboarding and Induction**

- Oversee the onboarding process for new starters, including induction.
- Organise recruitment days, careers events and take part in recruitment fayres and school careers events to attract new employees and apprentices and work collaboratively with our schools.
- Responsibility for work experience and placement students as required.

### **Apprenticeships**

- Build and maintain relationships with external training and apprenticeship providers.

- Keep accurate records of apprenticeships and ensure stakeholders are clear on their responsibilities.
- Report on progress and success of the apprenticeship programme as directed by People SLT.
- To work alongside the Talent Management Team for Support Staff Apprenticeships.
- Tracking apprentice progress through their courses and celebrating success on completion.
- Working alongside the Talent Management Team for marketing of apprenticeships to ensure the levy is being spent.

### **Supervision and Management**

Line management of Resourcing & Talent Assistant

### **Working Environment**

Hybrid / Flexible working

### **Other**

#### **Safeguarding Statement**

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

#### **Equality & Diversity**

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



### **General Data Protection Regulations**

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is 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.

### **Health & Safety**

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

	Essential	Desirable	How Identified
<b>Education &amp; Qualifications</b>			Formal possession of an appropriate qualification to be verified at Interview or from records
CIPD qualified (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Right to work in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Experience</b>			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
Knowledge of recruitment systems, candidate sourcing, and interview techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Previous experience working with supply agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge and understanding of equality and diversity best practices in Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Skills &amp; Abilities</b>			
Excellent communication, facilitation, and presentation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To work at pace during peak recruitment times, effective and accurate work management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Strong analytical skills and experience with data-driven performance metrics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To build effective working relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of employment law and how it relates to recruitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>General &amp; Specific or Legal knowledge</b>			Application form and interview questioning and reference.
Ability and/or willingness to travel as required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	