

Job Description – HR Officer, Recruitment

Job Title: HR Officer, Recruitment	Pay Grade: Bucks Pay Range 4
Term of Employment: Permanent	Hours: 37 hours per week, 52 weeks per year.
Designation of Post within School Structure	
CEO (Chief Operations Officer) CPO (Chief People Officer) HR Business Partner HR Officer, Recruitment	
This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of Insignis Academy Trust may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder. To follow any given request of the CEO and CPO.	
Main Duties and Responsibilities	
The Post The Insignis Academy Trust is a growing multi-academy trust based in Buckinghamshire. One of our primary goals is to drive efficiencies across all schools within the trust to bring value for money, sustainability and controls across our growing estate.	
Post Purpose IAT is seeking to appoint an approachable, motivated and conscientious individual to join our friendly team as a HR Officer, Recruitment. As the HR Officer, Recruitment you will work closely with the HR Business Partner to provide efficient, proactive, and compliant HR and recruitment services across all schools within the Multi-Academy Trust. The postholder will lead on end-to-end talent acquisition, oversee safer recruitment compliance, and deliver operational HR support to Headteachers	
Role and Responsibilities - Lead the recruitment lifecycle for teaching, support, and central Trust staff - Work with the HR Business Partner to draft job descriptions, person specifications, and engaging advertisement. - Coordinate shortlisting processes, schedule interviews, prepare interview tasks, and provide the schools support when required.	

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- Direct and monitor all pre-employment compliance steps in strict accordance with *Keeping Children Safe in Education* (KCSIE) guidance.
- Coordinate enhanced DBS disclosures and Barred List checks, ensuring disclosures are evaluated, recorded, and cleared prior to start dates.
- Request, track, and scrutinise professional employment references, proactively flagging gaps in employment history, discrepancies, or adverse comments to the HR Business Partner.
- Conduct and record all additional statutory checks, including overseas police checks, Right to Work verification, Prohibition from Teaching checks, and Section 128 direction checks where applicable.
- Setup of new starter profiles on **iTrent**, ensuring accurate data input for payroll, contract generation, and organisational structures.
- Process employee lifecycle updates in iTrent, including working pattern changes and line management updates.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.

This job description is not a comprehensive definition of the post. The job description should be reviewed each year as part of the appraisal process.

Person Specification

Person Specification	Essential	Desirable	Evidence
GCSE's (min 'C' grades) or equivalent, in Maths and English	X		Application
Certification as a HR professional (ie CIPD).		X	Application
Experience of working in a busy HR role.		X	Application
High level of numeracy skills.	X		Application Interview
Experience in working in a role supporting other professionals and giving guidance on specific processes.	X		Application Interview
Experience working closely with external stakeholders.	X		Application Interview
Experience and knowledge of KCSIE		X	Application Interview

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Ability to use Google Drive, forms		X	Application Interview
Demonstrable experience in the use of advanced Excel, Word and Google.	X		Application Interview
Strong communication skills, both verbal and written	X		Application Interview
Effective interpersonal skills	X		Interview Reference
The ability to get to grips with new IT systems quickly.	X		Application Interview
Ability to work under own initiative and as part of a team	X		Interview
Strong organisational skills, including ability to meet set deadlines and strong time management	X		Interview
Accuracy and attention to detail	X		Interview
Ability to handle confidential material	X		Interview