

# Recruitment Manager

Are you passionate about education and recruitment? Are you ready to recruit and lead your own team? Join us as our Recruitment Manager for our new Regional Recruitment Team.

We are seeking an experienced and motivated leader to spearhead recruitment efforts across our schools. Working with multiple stakeholders, you'll have the exciting opportunity to build your own team, drawing on their expertise to establish and sustain a strong and effective education workforce.

**Job Type:** Full time and permanent 52 weeks per year  
**Salary:** £41,694 - £44,506  
**Schedule:** 37.5 hours a week (Monday to Friday) Hybrid working  
**Holidays:** 40 days (27 + 5 Christmas shut down + bank holidays)

## Working Locations

This is a hybrid role which includes working at and visiting the following schools:

- Joseph Norton Academy, Huddersfield
- Springwell Learning Community, Barnsley
- Greenacre School, Barnsley
- Parkside, Bradford
- Springwell Academy, Leeds
- Pennyfield, Leeds
- Greenmeadows, Leeds
- The Forest School, Knaresborough
- Forest Moor, Harrogate
- Springwell, Harrogate
- Central Operations Team (Trustwide)

## Benefits

- A generous salary
- Highly attractive holiday allowance
- A mileage allowance for travel between sites
- Flexible and hybrid working
- Access to the Local Government Pension Scheme
- A commitment to your ongoing professional development and well-being.
- Free on-site parking at all schools

Job Description
The purpose of this post is to:
<ul style="list-style-type: none"> <li>• Lead a high-performing team to deliver exceptional recruitment support across designated schools and support functions within Wellspring Academy Trust.</li> <li>• Design, lead and execute innovative talent acquisition strategies to drive recruitment, working in close partnership with school leaders to secure top talent and positively influence staff retention.</li> </ul>

The successful candidate will:

### **Strategy & Operational Planning**

- Collaborate with senior leadership to align recruitment efforts with school objectives and staffing needs.
- Map out a comprehensive schedule of recruitment activities and key deadlines each year.
- Manage end-to-end recruitment operations for key posts.

### **Sourcing & Brand Attraction**

- Enhance the employer brand by actively promoting the Trust as a positive and inclusive place to work.
- Utilise a multi-channel sourcing approach to identify and attract high-quality candidates.
- Establish a proactive headhunting function that targets passive candidates through market research and professional networks.
- Build a future-proof talent pool to engage and recruit potential candidates ahead of vacancies arising.

### **Process Execution & Candidate Experience**

- Create and lead a standardised recruitment process for identified support staff roles.
- Orchestrate structured recruitment campaigns for school and support centre staff, specifically managing peak activity periods.
- Oversee the screening and interview process, evaluating candidates on skills, experience and cultural fit.
- Deliver an exceptional candidate experience, ensuring every applicant leaves with a positive impression of the Trust.

### **Leadership & Team Management**

- Lead, mentor and develop the recruitment team, fostering a culture of collaboration, resilience and high performance.
- Conduct regular performance reviews and 1-on-1s to set clear objectives, identify training needs and ensure individual accountability.
- Champion continuous improvement within the team, encouraging the adoption of innovative sourcing techniques and best practices.
- Manage workload allocation effectively across the team to ensure recruitment needs are met, even during peak hiring seasons.
- Ensure the team is fully up-to-date on safer recruitment legislation and internal policies to maintain the highest safeguarding standards.

### **Compliance & Performance Review**

- Maintain strict compliance with all relevant employment laws, legal requirements and safer recruitment standards.
- Monitor and report on performance, presenting regular insights to leadership to highlight successes and areas for development.

## Essential Criteria

- Proven experience working as a recruiting manager, talent acquisition partner or equivalent
- Experience in education recruitment or a high volume recruitment role
- Sound knowledge of relevant legislation and HR practices
- Proficiency in all google office applications as well as recruitment software
- The ability to work efficiently under pressure
- The ability to develop relevant policies and translate policy into practice
- Strong analytical and problem-solving skills
- Excellent management and leadership skills
- Sound organisational and decision-making skills
- Effective communication skills
- The ability to travel to all of our sites when required

## Additional Requirements

We expect all our adults to:

Uphold and promote professional standards including the Trust and Academy's code of conduct and values.

- Establish constructive relationships with all and understand and respect the position of all within the Trust.
- Contribute to the overall ethos, work and aims of our schools.
- Promote the inclusion and acceptance of all pupils.
- Be warm, consistent and reliable.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Trust.

You will be expected to carry out your duties in line with our Trust and school policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services. You will be expected to travel and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within 'good practice' guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

**As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding.** Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

January 2026