

Education School Support Team

JOB TITLE:	Casual Recruitment Support Assistant
REPORTS TO:	Senior Trust HR Officer/HR Business Partner
SUPERVISES:	Not Applicable
BAND:	Thurrock Band B

JOB PURPOSE:

Under the direction of the Trust HR Officer, assist in all aspects of recruitment for staff and carry out in accordance with policy and good practice, including placing advertisements, taking up references, interviewing arrangements and paperwork for successful candidates, including all pre-employment checks.

Work under own initiative to ensure workload is prioritised and efficiently completed.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Chief Executive Officer, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Professional Development schemes and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To assist with and ensure that all aspects of staff recruitment are carried out in line with best practice and safer recruitment guidance. This includes placing advertisements, coordinating shortlisting processes, arranging interviews (including preparation of interview packs and relevant documentation). To take up and chase references for all prospective employees and ensure all pre-employment checks are completed satisfactorily prior to appointment.
- To accurately maintain an in-house recruitment and candidate tracker.
- To prepare and maintain staff personnel files, ensuring all records are accurate, complete, and compliant with safeguarding and organisational requirements. This includes setting up paper files for new starters, completing file checklists, and ensuring all required documentation is obtained and recorded appropriately.
- To collate, verify, and securely store new starter documentation, including identification, right-to-work evidence, qualification certificates, and personal details forms.
- Report student and school issues in line with the Trust's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.