



ST BENEDICT'S SCHOOL

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Recruitment and HR Officer

Summary of the role

We are seeking a passionate and experienced Recruitment and HR Officer to join our team. You will play a pivotal role in attracting, recruiting and retaining talented staff for St Benedict's School. You will also support the Head of HR in providing a comprehensive and effective HR Service to staff and ensuring matters are dealt with appropriately and in accordance with the school's policies and procedures.

Duties and responsibilities

Recruitment

- Develop and implement recruitment strategies to attract qualified candidates for teaching and non-teaching positions.
- Utilise various channels to source qualified candidates, including online platforms, professional networks, and educational institutions.
- Build links with Universities to attract the very best PGCE students.
- Source preferred suppliers for recruitment agencies and agree terms and conditions.
- Craft compelling job descriptions and advertisements for teaching and non-teaching positions.
- Conduct phone screening, participate in interviews, evaluate candidates' qualifications, and make hiring recommendations.
- Manage offers and negotiate terms of employment with successful candidates, if required.
- Ensure compliance with all relevant employment legislation and safeguarding procedures.
- Stay up to date on employment legislation and best practices in recruitment.

Onboarding

- Co-ordinate a smooth onboarding process for new hires, ensuring new starters feel welcome, equipped for their roles and have a smooth transition into the school environment.
- Liaise with relevant departments to arrange inductions and training sessions.
- Carry out HR Induction for new starters.



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✉ seniorschool@stbenedicts.org.uk

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Employee relations

- Provide advice and support to staff on the school's policies and procedures.
- Assist with employee relations, as directed by Head of HR.
- Update policies as directed by the Head of HR.
- Conduct maternity meetings and exit interviews.

Administrative

- Arranging advertising of job adverts and job description.
- Arranging interviews, schedules and ensuring the smooth running of interview days.
- Manage correspondence to unsuccessful candidates.
- Dealing with any recruitment enquiries
- Managing the recruitment inbox
- Create and maintain accurate applicant tracking systems and recruitment records.
- Download applications into Teams so staff have access.
- Compile reports and data analysis to support future recruitment efforts.

Skills and experience

- Bachelor's degree in Human Resources, Education, or a related field (preferred).
- Minimum of 3 years of experience in recruitment, preferably in an educational setting.
- Excellent understanding of the independent school recruitment landscape.
- Strong research and sourcing skills, adept at identifying and attracting high caliber candidates.
- Proven experience in managing the full recruitment cycle.
- Excellent communication, interpersonal, and organizational skills.
- Strong attention to detail and ability to work effectively in a fast-paced environment.
- Excellent understanding of current employment legislation and best practices.
- Ability to work independently as part of a team.
- Proficiency in Microsoft Office Suite.
- Passion for education and a commitment to providing exceptional service.





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