

## Job Description: Recruitment Coordinator

**Reports to:** Head of Organisational Development and Talent  
**Location:** West London (White City) with occasional travel to nursery sites  
**Contract:** Permanent  
**Pattern:** Full Time (37.5 hours per week)  
**Salary:** c. £30k (depending on qualifications and experience)

### About the role:

Part of the Ark charity, Ark Start is a start-up nursery venture aiming to ensure that every child has access to an excellent early years' education and that families have access to flexible and affordable childcare. Ark Start currently has 7 nurseries with circa 60 staff in the London nurseries and is planning to expand quickly over the next few years.

Key to this is our staff and so we are looking for a Recruitment Coordinator who will play a key role in attracting, selecting, and onboarding high-quality staff across our group of early years childcare settings. This role ensures that recruitment processes are consistent, efficient, and compliant with safer recruitment standards. Working closely with Ark Start managers and the wider Ark People team, the Recruitment Coordinator role is key to maintaining staffing levels that support outstanding care and education for children.

The role would suit a dynamic Recruitment Coordinator with a strong sense of social justice, who would be keen to gain experience and develop in a fast-growing start-up organisation.

### Key Responsibilities:

- ▢ Manage end-to-end attraction, recruitment and onboarding processes for all nursery-based roles, to include
  - Writing engaging job descriptions, managing approval process for roles and posting adverts
  - Conducting shortlisting, screening calls and interview assessments
  - Ensuring that all new starter pre-employment checks, including references and DBS checks, are completed with sufficient time before starting
  - Leading on communications to ensure the best candidate experience possible
- ▢ Share information and meet regularly with Ark's People Teams (including HR Operations, Business Partnering and Recruitment Teams) to ensure that any recruitment or talent practice and processes are operating within the wider Ark policies and that best practices are being used/ developed and teams are kept updated with Ark Start recruitment activities.
- ▢ Ensure all recruitment activities adhere to safer recruitment guidance and other statutory requirements (including EYFS and KCSIE principles).
- ▢ Support Managers with induction and onboarding for new starters.
- ▢ Work with Head of OD and Talent and the wider Ark Start SLT to deliver an effective attraction strategy which delivers high quality candidates to our nursery provision.
- ▢ Manage relationships with relevant recruitment agencies, where relevant, ensuring the most cost-effective provision of staffing.
- ▢ Build and nurture a pipeline of warm candidates for upcoming roles, including through targeted recruitment using LinkedIn and other platforms and working with external partners, including universities, colleges etc, to identify potential pools. This may also include attending Careers Fairs and events.
- ▢ Coordinate the process for larger-scale recruitment for Ark Start programmes (eg. Apprenticeships and managers-in-training)

- Create a positive and engaging work environment that fosters employee motivation, engagement and commitment.
- Action key areas of development or improvement identified in feedback data (including applicant surveys, exit interviews and twice-yearly staff surveys) to help us attract and retain staff.
- Ensure that recruitment and onboarding processes and systems are set up appropriately, with information correct and up to date, to give Ark Start SLT relevant information for recruitment decision making.
- Keep up to date with best practices in recruitment and wider sector workforce developments.
- Support the continuous improvement of recruitment processes and systems.

Other

- Undertake other tasks as directed by the Head of OD and Talent / Operations Director.

## Person Specification: Recruitment Coordinator

### Qualifications

- ▮ Commitment to Continuous Professional Development in the recruitment field
- ▮ Experience in a recruitment role.

### Knowledge & Skills

- ▮ Promote safeguarding, equal opportunities and diversity in our recruitment and HR policy and practice
- ▮ Strong organisational and administrative skills with excellent attention to detail
- ▮ Ability to manage multiple vacancies and deadlines simultaneously.
- ▮ Proficiency in MS Office and experience using applicant tracking systems
- ▮ Experience of reporting to senior management for decision making and working effectively with a range of stakeholders
- ▮ Knowledge of, and experience in, the early years or wider education sector, including EYFS staffing requirements and safer recruitment legislation (desirable)
- ▮ Knowledge of the apprenticeship landscape (desirable)

### Personal Qualities

- ▮ Genuine passion for, and a belief in, the potential of every child
- ▮ Strong alignment with Ark's mission and values
- ▮ Strong communication and interpersonal skills, comfortable and confident working with internal and external stakeholders at all levels
- ▮ Drive and enthusiasm for promoting the organisation and sourcing candidates of the highest quality; a natural networker
- ▮ Ability to make sound judgements and assess potential problems
- ▮ Professional integrity and resilience, understanding the importance of confidentiality and discretion
- ▮ Thrives in fast paced and often ambiguous environments, with the ability to multi-task and prioritise competing deadlines
- ▮ Highly collaborative and flexible approach
- ▮ Customer driven, pragmatic, action-oriented style

### Other

- ▮ Right to work in the UK (essential)
- ▮ Commitment to equality of opportunity and the safeguarding and welfare of all students
- ▮ Willingness to undertake training and development
- ▮ This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone - staff and students - can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).