

Job Description: Recruitment Advisor (Ark Teacher Training)

Reports to: Head of Ark Teacher Training Recruitment

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £40,000 to £45,000 (depending on experience)

About the role:

We are delighted to announce an exceptional opportunity for a dedicated individual to join our team. This role presents an exciting prospect to assume a pivotal position within our established team, contributing significantly to our continued support of the Ark Network schools and trainee teacher recruitment.

In this role, you will be responsible for the full recruitment process, bringing high quality trainee teachers into Ark schools in London. You will be responsible for attracting candidates to apply and then guide them through the recruitment process. You will need to build and maintain excellent relationships with both candidates and Ark school colleagues.

Key Responsibilities:

Candidate attraction

- Cultivate relationships with target universities and community organisations to access their pool of potential candidates
- Deliver captivating presentations to groups of potential candidates to encourage applications
- Coordinate and participate in information events tailored for potential candidates, fostering engagement and interaction
- Attend, present and engage candidates at recruitment fairs, events and meetings as and when necessary

Candidate Management/school management

- Build rapport and connection with candidates to ensure that they have a positive experience of Ark recruitment and chose Ark as their preferred training provider
- Conduct initial screening and assessment centres for the Ark Teacher Training programme for your target geography
- Actively manage candidates over the telephone and via email to ensure maximum conversion of applicants to offers
- Monitor relevant KPIs on your recruitment performance and be responsible for providing data when required

Other responsibilities

- Build and maintain close working relationships with HRBPs, Regional Directors & school Principals to ensure that their recruitment needs are understood and fulfilled effectively

Person Specification: Recruitment Advisor (Ark Teacher Training)

Qualifications

- Qualified to degree level or equivalent relevant experience

Knowledge & Skills

- Knowledge of account management skills, recruitment, **OR** education – all three are not required if you can demonstrate the ability to learn quickly
- Possess excellent communication skills and demonstrate sound judgment
- Highly motivated, detail-focused, and with an organised structure approach to work
- Strong IT skills and in particular knowledge of Microsoft Office
- Builds quick rapport, particularly over the phone/online calls
- Experience of Salesforce (desired)
- Experience of teaching/working in a school or educational organisation (desired)

Personal Qualities

- Dedicated, adaptable, and driven to achieve program goals
- Set high standards for yourself and others, acting as a positive role model
- A dedicated and supportive team player who naturally goes above and beyond for colleagues
- Genuine passion for and a belief in the potential of every student
- Deep commitment to the Ark mission of providing an excellent education to every student, regardless of background

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- 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](#).