

Job Description: Recruitment Adviser

Reports to: Head of Recruitment Services

Location: Currently operating hybrid working in our West London Office

Contract: FTC (12 months)

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

Salary: circa. £40,000

About the role:

We're looking for Recruitment Adviser to join our team to recruit roles to our Central Ark office (head office) located in West London. In this role you'll support our hiring managers in the end-to-end recruitment process offering expert advice and guidance to enhance our overall recruitment to the Ark network team and promoting our employer brand.

As the Recruitment Adviser, you'll take the lead creating all Ark central job adverts, job posting, supporting hiring managers to create job descriptions, and delivering first-line support to ensure excellent recruitment practices and processes are being followed in line with Safer Recruitment practices. You'll also support our hiring managers, where necessary, with candidate management from interview scheduling, taking part in assessments and advising on offers.

Key responsibilities:

- Act as the first point of contact for all Ark central recruitment enquiries, providing guidance and support to candidates
- Draft and publish Ark central's job adverts across Ark's careers website and multiple job boards to attract a diverse pool of candidates
- Build strong relationships with hiring managers across Ark central
- Create and manage various internal resources including the Central Recruitment Toolkit and our weekly Internal Vacancies communication to all Ark employees
- Ensure the Applicant Tracking System (ATS) is kept up-to-date and candidates are informed and updated throughout the recruitment stages
- Provide training and support for hiring managers on the ATS to empower them to use it effectively during their recruitment processes
- Coordinate and on occasion conduct interviews with candidates, either in person or virtually, ensuring the process is consistent and inclusive
- Track recruitment metrics to analyse trends to improve recruitment processes
- Conduct initial shortlisting and screening calls with candidates when required
- Work alongside the Schools Recruitment team and Communications team to ensure that the Ark employer brand continues to attract diverse candidates
- Promote safeguarding, equal opportunities and diversity in our recruitment policy and practice

Person Specification: Recruitment Adviser

Knowledge & Skills

- Excellent communication and interpersonal skills with an ability to communicate effectively and confidently with colleagues at all levels
- Ability to build strong relationships and work collaboratively with team members and hiring managers in a range of different roles and fields
- Experience in managing end-to-end recruitment campaigns
- Experience in using and maintaining ATS platforms to manage candidate applications and recruitment workflows
- Proficiency in Microsoft Office (Excel, Word, Outlook) and job boards (LinkedIn, Guardian Jobs)
- Knowledge of safeguarding policies and safer recruitment guidelines (i.e. Keeping Children Safe in Education)
- Knowledge of and experience in the education or charity/ public sector

Personal Qualities

- Ability to manage workload, meet deadlines and prioritise time effectively
- Strong administrative and organisational skills with meticulous attention to detail
- Ability to make sound judgements and assess potential problems around recruitment and selection strategies and processes
- 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
- 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](#).