



## Job Description

**Job Title:** HR Officer / Recruitment Coordinator  
**Department:** Human Resources  
**Responsible to:** HR Manager  
**Last reviewed:** January 2025

### Job Outline

Human Resources plays an integral part in ensuring we support and advise all who work at Haileybury. The HR Officer / Recruitment Coordinator will support the HR Manager within the day-to-day operation of the HR function, delivering a first class, efficient HR service for the School.

The post-holder will have a focus on recruitment, aiming to ensure that Haileybury meets its objectives by having the most effective and efficient workforce in place.

It is integral for success that the post-holder is accurate with a strong attention to detail, and possess an ability to manage multiple priorities efficiently with clear and concise communication skills.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

#### Compliance

- Ensure compliance with HR legislation, Independent Schools Inspectorate requirements and the School's HR policies.
- Integrate employee data into the HR system and ensure the most efficient use of digital technology within the department to maintain accurate employee records.
- Accurate and timely collation of payroll data for the Payroll Department.

#### Employee Lifecycle

- Deliver an end-to-end recruitment process:
  - liaising with hiring managers on requirements
  - preparation of accurate job descriptions, posting advertisements on approved job sites and collaboration with agencies
  - prompt review of candidate application materials, submission to relevant hiring panel, and interview scheduling

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- screening candidates and participating in interview panels
- Ensure timely selection and turnaround of new hires to maintain a full complement of staff in line with budget and authorisation.
- Maintain the highest standard of recruitment and vetting procedures ensuring the safeguarding of pupils, including, for example, right to works checks, references, DBS checks.
- Streamline and continually review the hiring process, ensuring a positive candidate experience.
- Management of recruitment agency relationships, including the prompt and compliant review and negotiation of terms of business
- Preparation of employment related documents including employment contracts, contractual amendments.
- Implementation of effective onboarding plans, including organisation and delivery of staff induction, ensuring new staff have a seamless transition into the School.
- Assist with exit interviews as required, assessing the overall employee experience and identifying opportunities for improving retention and engagement.

### Employee Relations

- Advise and support all staff with employment matters.
- Use effective communication and processes so that all staff are informed and consulted with, as appropriate, regarding changes.
- Respect the confidential and sensitive nature of employee issues that arise.

### Learning and Development

- Ensure all Operations Staff receive an effective probationary review and assist with the annual appraisal process.
- Ensure all staff receive mandatory training in relation to safeguarding, monitor completion for new hires and annual requirements.
- Conduct training sessions for hiring managers to ensure that the School's procedures are delivered according to our policies, consistently and fairly.

### Other

- Supervision of HR Administrator, working collaboratively to deliver a first-class, compliant recruitment focused service
- Support the HR Manager with the development and implementation of HR initiatives and systems.
- Stay abreast of changes in employment legislation and school specific compliance regulation through attendance at seminars, networking groups and reading material from recognised sources.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## HR Officer / Recruitment Coordinator Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good general level of education (to A Level or equivalent)	✓	
A relevant HR qualification		✓
<b>Knowledge, Skills and Experience</b>		
Varied, end to end experience as a Recruiter, HR Officer, or HR Business Partner	✓	
Knowledge of current UK employment law, combined with an understanding of HR good practice	✓	
Excellent organisational and time management skills	✓	
Strong literacy and numeracy skills	✓	
Proficient in Microsoft Office and/or GSuite	✓	
Experience of using HR databases	✓	
Experience of working within the education sector		✓
<b>Personal Attributes</b>		
Ability to communicate effectively with people at all levels in an organisation	✓	
Ability to work under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Discretion, tact and diplomacy, and the ability to maintain strict confidentiality	✓	