

Job Description

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| **1. Job Details** |
| **Job Title:****Reports to:****Job Details:** | Early Year RecruiterOperations Manager5 days a week, 40 hours a week |  |
| **2. Job Purpose** |
| * To be responsible for and drive recruitment campaigns Little Elms nurseries
* To source candidates and interview
* To use social media (LinkedIn, Facebook etc.) to generate candidate interest in Little Elms
* To co-ordinate recruitment events/job fairs to attract candidates as required
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| **3. Summary of Responsibilities** |
| **Candidate Resourcing** * Advertise and search for candidates for all roles within Little Elms nurseries, passing them to the Manager to interview & make any suitable offers.
* To write and review adverts that are consistently used across all settings, accurately detailing the job role being advertised
* To support identified Nursery settings that are struggling with recruitment, which may include sifting cv’s, shortlisting, supporting recruitment days, interviewing as required

**Process Improvement** * To regularly review competitor activity within the childcare industry (salaries offered, benefits offered, methods of attraction etc)
* To advise and recommend to Senior Management best practice and alternative/new ways of recruiting within the childcare industry and local areas
* To review and recommend improvements to interview questions to be in line with best practice and improve effectiveness of recruitment campaigns
* To continuously review and recommend ways to improve our processes to achieve a seamless recruitment experience for the candidate and to build our reputation as an Employer of Choice within childcare.

**Employer Branding & Social Media** * To co-ordinate social media (e.g. LinkedIn, facebook, instagram) to increase exposure of Little Elms and generate candidate interest
* To explore improved ways of maximising social media, e.g. use of video’s from current staff
* To create recruitment material aimed to attract candidates and improve the candidate and employee experience

**Job Fairs/Events** * To identify and organise suitable job fairs/events in the local areas to our settings
* To co-ordinate recruitment merchandise ensuring adequate supply for up and coming events
* To collate applications/interest from recruitment events and feed into the relevant Nursery Manager
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| **4. Assignment and Review of Work** |
| * Requests for work will mainly come from Operations Manager and Nursery Managers.
* It is an expectation that work will not need to be reviewed or checked. This post holder is expected to identify for themselves if/when they may require advice and/or training in order to meet required standard of work
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| **5. Decision Making**  |
| * Any purchasing decisions must be referred to Head of Operations or Company Directors for approval.
* Any change to recruitment process decisions must be referred to Head of Operations or HR Manager as appropriate.
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| **6. Selection Criteria** |
| **Knowledge, Skills & Experience*** Experience within a recruitment role, ideally within the childcare and education sector
* Demonstrable experience of the recruitment processes, writing adverts, interviewing etc
* Proven experience of resourcing permanent candidates within childcare and other industries
* Ideally, an understanding of and proven experience of implementing safer recruitment practices within the childcare industry (training can be offered)
* Experience of driving recruitment efforts using social media within a professional work context
* Understanding of the recruitment challenges within the childcare industry and ability to think creatively and suggest ways to overcome
* Proven computer literacy skills.

**Person Specification*** Advanced communication skills, both verbal and written.
* Strong organisational skills, along with the ability to manage own workload with limited supervision
* Interpersonal skills, with the ability to build effective relationships with colleagues, candidate and external contacts
* Ability to cope with change in a fast-paced environment
* Ability to work under pressure and with ever changing priorities
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