

Job Description

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| **1. Job Details** | | |
| **Job Title:**  **Reports to:**  **Job Details:** | Early Year Recruiter  Operations Manager  5 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 |