

## JOB DESCRIPTION



*Inspiring children every day!*

<b>Role:</b>	Recruitment Coordinator
<b>Basis:</b>	Permanent, Full Time
<b>Reporting to:</b>	Recruitment Manager
<b>Hours:</b>	Monday to Friday 9am-5pm, except during camp when longer hours will be expected
<b>Location:</b>	Farmoor, Oxfordshire
<b>Salary:</b>	£20 – 23k per annum plus bonus (pro rata)
<b>Start Date:</b>	January 2020
<b>Deadline:</b>	Apply before 15 <sup>th</sup> November 2019

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### The Opportunity

The Ultimate Activity Company, part of the Active Education Group provides exciting holiday activity programmes for children across the UK. From elite sports coaching and language schools, to survival courses and multi-activity day camps, our brands are high quality and engaging.

Our belief at Ultimate Activity Company is that the quality of staff determines the quality of our programmes, and as such the role of the Recruitment Coordinator is crucial.

As part of a supportive Recruitment Team, you will oversee the end to end recruitment of the temporary staff who help us deliver the exceptionally high standards we have promised parents, children and schools.

If you are a positive team player who has the drive to recruit the best possible staff who can 'inspire children every day' then we want to hear from you!

### Your Responsibilities

1. Assist with the development and management of recruitment initiatives:

- Research and implement new recruitment advertising opportunities
- Take an active approach in the recruitment of new candidates, attending job fairs/events and contacting recruitment leads
- Update and manage adverts on external job boards
- Raise brand awareness through social media campaigns and other initiatives

2. Following safer recruitment guidelines, select and appoint suitable staff for camp:

- Source suitable candidates for each role, selecting the best applicants for interview through CV screening
- Conduct interviews via phone, Skype, and in person

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- Ensure potential staff are suitable for a role in childcare, completing the necessary background checks, including obtaining references and DBS checks
- Ensure required ratios of staff:children are met based on booking numbers
- Source emergency cover in the event of sickness
- Ensure staff levels and qualifications meet OFSTED and Health & Safety requirements
- Ensure the on-camp teams have a suitable balance of skills and experiences, reflecting the core values of the company and the schools at which they are employed

### 3. Oversee new starter induction:

- Prepare and send required employment paperwork to appointed staff
- Ensure paperwork is completed promptly by appointed staff
- Coordinate the pre-employment training for on-camp staff
- Update internal systems to ensuring information held on candidates is up to date
- Provide accurate staff records/timesheets for payroll

### 4. Act as a key point of contact for staff and potential candidates:

- Respond to general employment queries via telephone, email and through social media
- Maintenance of company websites and pages
- Engage staff through regular communications such as newsletters and surveys
- According to a rota, assist with cover of out of office phone line, reacting to any staffing emergencies and ensuring any correspondence received is communicated to the relevant team members (school holidays only)

## Your Experience or Qualifications

### Essential Requirements:

- Experience and/or understanding of childcare setting, preferably in a holiday camp environment
- Confident and tenacious problem solver
- Highly organised with an excellent attention to detail
- Confident communication skills, both written and spoken with a great telephone manner
- Enthusiastic team player, with the drive to complete tasks to a high standard
- Highly computer literate with experience using in Word, Excel and Outlook
- Experience and ability to perform under pressure and meet deadlines in a busy environment
- Able to commute daily to our office just outside Oxford

### Desirable Requirements:

- A graduate in relevant field
- Previous experience within recruitment or a similar field, preferably in a multi-site environment
- An understanding of UK Child Safeguarding practices and regulations and Safer Recruitment guidelines
- Full, clear driving licence

To apply please send a CV and cover letter to [emily@ultimateactivity.co.uk](mailto:emily@ultimateactivity.co.uk)

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