

JOB DESCRIPTION

Role:	Recruitment Coordinator
Basis:	Permanent Full Time starting January 2018
Reporting to:	Recruitment Manager
Hours:	Monday to Friday 9am-5pm, except during camp when longer hours will be expected
Location:	Farmoor, Oxfordshire
Salary:	£21 – 24k per annum plus bonus

The Opportunity

Active Education Group are offering an exciting opportunity to be part of rapidly growing business which provides exciting holiday activity programmes for children at 24 outstanding locations 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 Active Education Group is that the quality of staff, above all else, determines the quality of the experience that children enjoy. Therefore the Recruitment Coordinator will play an important role across all programmes. With support from the Recruitment Manager and as part of the Operations Team, the Recruitment Coordinator will oversee the end to end recruitment for a number of temporary staff who will help us deliver the exceptionally high standards we have promised parents, children and schools.

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

Your Responsibilities

The successful candidate will be required to work across all the programmes within the Active Education Group with specific responsibilities outlined below:

- Assist with the development and management of recruitment initiatives including:
 - Researching new opportunities
 - Taking an active approach in the recruitment of new candidates through contacting local establishments and attending job fairs/events
 - Maintaining online presence by ensuring adverts on external job boards are kept up to date
 - Raising brand awareness through social media campaigns and other initiatives
- Following safer recruitment parameters, select and appoint suitable staff for camp through:
 - Sourcing suitable candidates by matching job specification to their application and selecting the best applicants for interview
 - Organising and conducting interviews via phone and Skype, as well as face to face to aid in recruitment decisions
 - Ensuring all potential candidates are suitable for employment in a childcare environment by completing the necessary background checks including obtaining references and DBS checks
- Oversee new starter induction by:
 - Preparing and sending out all required employment paperwork to appointed staff

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- Ensuring all required paperwork and documentation is returned promptly by appointed staff
 - Coordinating the pre-employment training for all on-camp staff
 - Updating internal systems to ensure information held on candidates is up to date
 - Providing accurate financial information and records for payroll
- Act as a point of contact for staff and potential candidates by:
 - Responding to general employment queries via telephone, email and through social media
 - Helping to maintain recruitment section of company websites to ensure up to date information is shared
 - Creating and sending out regular newsletters to staff database
 - According to a rota, assisting with cover of the duty phone out of office hours, reacting to any staffing emergencies and ensuring any correspondence received is communicated to the relevant team members (school holidays only)
- Meet the staffing requirements of each venue by:
 - Ensuring required ratios of staff:children are met based on booking numbers
 - Source emergency cover in the event of sickness
 - Ensure the qualifications needed to meet OFSTED and Health & Safety requirements are present on camp at all times
 - Ensure the on-camp teams at each venue have a balance of skills and experiences, and reflect the core values of the company and the schools at which they are employed
- Secondary
 - Customer services support and taking bookings
 - Other Ad Hoc office support outside of crucial busy periods

Your Experience or Qualifications

Essential Requirements:

- Be highly organised with an excellent attention to detail
- Have confident communication skills, both written and spoken
- Be an enthusiastic team player
- Be highly computer literate with experience using in Word, Excel and Outlook
- Have experience and ability to perform under pressure and meet deadlines

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 with car
- Able to commute daily to our office just outside Oxford

To apply please send a CV and cover letter to emily@activeeducationgroup.co.uk