

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Summer School Recruitment Executive
Reporting to:	Assistant Director of the Summer School
Main purpose of the role	
<p>The objective of the Summer School Recruitment Executive to find, select, secure, and develop the very best people for our centres. The Summer School Recruitment Executive is directly responsible for ensuring that our centres teams are staffed with the appropriate number of effective, qualified, compliant, motivated and trained people that will ensure an industry leading experience for every single one of our students.</p> <p>The Recruitment Executive will primarily recruit EFL Teachers, House Parents and Activity Staff for all Bede's Summer Schools across the South of England using the company's good practice recruitment and selection practices that result in a positive candidate experience and successful appointments. They will play an important part of the screening, selection and hiring of Summer School Management roles in tandem with the Assistant Director of the Summer School (and other relevant personnel)</p> <p>To assume additional recruitment and promotional projects as directed by the Summer School Director and Assistant Director in order to meet operational and staffing needs.</p> <p>1. Recruitment: To deliver the recruitment strategy for the Summer School and be responsible for and actively involved in the recruitment all seasonal staff. To ensure all employed Summer School staff are competent and qualified, who have the necessary wide-ranging skills, experience and commitment to facilitate the success of Bede's courses.</p> <p>2. Induction & Training: To assist the review and update the staff handbooks and plan and aide the execution of pre-course inductions for the seasonal staff to include all mandatory, relevant and motivational training sessions and presentations in order to ensure all staff are fully aware of their duties and responsibilities and are fully prepared for their job.</p> <p>3. Compliance: To liaise with HR to support the required checks on all temporary Summer Staff.</p> <p>4. Capability and Conduct: To undertake and manage any capability, performance or misconduct issues involving seasonal staff members to ensure matters are dealt with competently, professionally and according to procedure, best practice and legislation.</p> <p>5. Department Support: To support and assist the other members and departments of the Summer School team when necessary.</p> <p>6. Expenditure: To ensure that the recruitment budgets are adhered to, including salaries and that the centres are staffed in accordance with operational requirements in off peak weeks.</p>	

Vision and Mission

Our Vision Where every child finds joy in their pursuit of brilliance

Our Mission We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Main duties and responsibilities:

- To support the Trust's commitment to Welfare and Safeguarding by adhering to all policies and promoting and upholding standards.
- To ensure that recruitment and selection good practice procedures are followed
- To ensure the candidate shortlisting and interview process is managed effectively and in a timely manner
- To meet weekly interview targets as set by the Assistant Director of the Summer School
- To actively promote Bede's Summer School roles and source new recruitment channels
- To ensure a good working knowledge of Bede's Summer School application & on-boarding tracking system
- To work to ensure all Summer Staff are receiving appraisals within their first two weeks and receive feedback from line managers
- To ensure that optimum staffing levels are achieved in all summer course centres with guidance from the Assistant Director of the Summer School
- To ensure that the maximum number of EFL Teachers employed meet the British Council qualifications criteria as instructed by the Assistant Director of the Summer School
- To work with HR to ensure that ALL staff references are followed up and verified in a timely manner
- To ensure all Academic and specialist staff provide evidence of qualifications and are verified as required
- To assist with the collection of feedback from staff through follow up interviews or late season focus groups
- To ensure ALL staff have successfully completed their on-boarding documents in a timely manner
- To assist in the planning and organisation of the Management Induction
- To assist the Operations team with the preparation of recruitment and HR sessions for the Management Induction as required
- To provide support with the management of Bede's Summer School & Recruitment social media pages
- To ensure ALL summer staff pay / tax queries are suitably addressed and followed up by the Payroll Manager / Finance / HR team in a timely manner
- Be available to provide staff cover at centre/s during the summer to meet operational needs (*as required*)
- Be trained and proactive to support other departments as required in peak times or when covering leave out of peak season

Key Interfaces

1. The Director & Assistant Directors of the Summer School
2. All Summer School Head Office Staff
3. Seasonal Centre Management Teams & Staff
4. Any external consultants/specialists/suppliers
5. Bede's HR Department
6. Host School representatives

Operating Environment and Context of the Role

Bede's Summer School is a highly successful enterprise and well-renowned part of the overall St Bede's offering. Students attend from over 50 different countries.

The team are constantly thriving to develop and enhance the reach and offerings that are available to ensure the summer school maintains its excellent reputation. As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the Head Office team are expected to make a significant contribution to the overall effectiveness and running of the Summer School, particularly during the immediate run-up to and throughout the Summer School experience.

In this pivotal and highly influential role, the job holder is accountable for many key aspects that contribute directly to the success of the Summer School; as such, this role requires wide-ranging skills, an excellent work ethic, extremely high levels of commitment and a flexible approach to working. Being accountable for the recruitment of seasonal staff, this role contributes directly to the success (or failure) of the Summer School.

Working closely and collaboratively with the Director, Assistant director and wider Head Office team, adaptability and flexibility are critical skills, as is a cheerful, positive and can-do attitude, which is a pre-requisite of the job. The jobholder needs to be able to think quickly and to show common sense and attention to detail in a wide range of situations.

The jobholder is an ambassador of Bede's Summer School and is expected to contribute to upholding the good name of Bede's and to maintaining and where possible, strengthening, the Summer School's excellent reputation in the local, national and international community.

The ability always to "see the bigger picture" and to make decisions according to what is best for Bede's Summer School is crucial.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Experience and Qualifications		
Experience in Recruitment, particularly with seasonal roles	E	A, I
Experience of working in a Summer School environment & knowledge of the EFL industry	D	A, I
Knowledge and Skills		
Computer literate and excellent computer skills including working with application tracking systems/portals and booking databases.	E	A, I
To have good interpersonal and communication skills whilst being a team player.	E	A, I, (E)
Personal competencies and qualities		
Excellent organisational skills	E	A, I
Self-motivated and good at working to deadlines and targets	E	A, I

Additional information:

- Salary £25,000.00 per annum (Full Term Equivalent)
- 40 hours per week Dec-Aug, 16 hours per week Sep- Nov
- Bede's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to satisfactory references and an Enhanced DBS check

Written by: Ryan Edwards

Date: 2021