

Recruitment Consultant

As Behaviour Management specialists, we work closely with many different schools providing Outreach Services, Placements at The Aspire Hubs and Specialist Supply Staff on temporary, long term placements.



Our Recruitment Consultant is responsible for promoting Aspire Specialist Supply Agency, sourcing and interviewing candidates and matching these with our customers.

Our goal is to build on our existing customer base and promote our services further, capturing a wider audience, offering a unique level of support for behaviour management within schools on a 1-1, group or classroom basis.

Role Details

- Title: Recruitment Consultant
- Location: The Aspire Hub, Bolton/Burnley
- Responsible to: Directors
- Role type: 52 weeks per annum
- Rate of pay: £25,000 per annum plus uncapped quarterly commission structure
- This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Main responsibilities include

- Taking a lead on introducing The Aspire Partnership Program (PSA)
- Building on and streamlining existing systems to track and record all relevant data for supply needs
- Building on our existing bank of The Specialist Supply Team members, including sourcing and interviewing candidates
 - Ensuring all necessary safer recruitment checks are completed
 - Ensuring training requirements are met in line with our Specialist Supply Agency requirements
- Promote our Specialist Supply Agency
 - Matching candidates with Customers
 - Keeping accurate, up to date attendance and records
- Promote and recruit schools to The Aspire Partnership Programme (PSA)
- Liaising with and passing on all relevant information to Finance department for invoicing purposes
- Developing and maintaining good working relationships with key contacts at schools
- Developing and maintaining good professional relationships with The Specialist Supply Team members.
- Attend Board meetings when required (3 weekly basis)
- Provide detailed termly reports to Board
- To work flexibly across the Aspire sites (Bolton & Burnley)

Supporting Aspire BM

- To help maintain a positive atmosphere
- Offer support to your colleagues
- To work within Aspire's policies and procedures at all times
- To keep up to date with developments and changes in the education service, agency and Agency working regulations and other agencies
- Attend staff training as appropriate
- To be aware of the confidential nature of issues rated to home/pupil/teach and school
- To have an understanding and follow safeguarding guidelines
- Working flexibly at different times of the day/week on a needs lead basis to support requirement of The Specialist Supply Team members and Customers
- The ability to work in a positive solution-focused manner, working with independence and initiative
- To undertake additional duties as required, relevant to the nature of the post

Essential Experience & Skills

- Experience working within the Recruitment/Supply Agency sector
- Experience working within recruitment for the Education Sector
- Good understanding of Safer Recruitment procedures and requirements
- Excellent communication skills
- Excellent interpersonal skills
- Ability to work in a positive solution-focused manner
- Ability to work with independence and initiative
- Ability to be flexible and adapt own approaches to meet the needs of the customer
- A vehicle and driving licence to travel between sites

Personal Qualities

- Willingness to be trained and developed
- Well presented, polite and well spoken
- Punctual
- Trustworthy
- Hardworking
- Honest
- Flexible

Aspire is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

This post is dependent on satisfactory references, pre-employment checks and an enhanced DBS check.