

HR & Recruitment Coordinator - Job Description

Department:	HR
Reporting to:	HR & Wellbeing Officer and the Recruitment Specialist
Hours:	40 hours per week, full time and office-based
Location:	Cranleigh, Surrey, GU6 8QQ
Contract type:	Permanent
Salary:	£31,200 per annum
Benefits	• 25 days' annual leave plus bank holidays and additional days at Christmas • Pension scheme • Life Assurance 3 x annual salary • Free lunch provided daily in the School's dining hall during term time and when available • Membership of onsite gym and sports facilities, including golf, tennis, swimming and squash • School fee remission (subject to eligibility and School policy)

Cranleigh School is a leading independent co-educational boarding and day school set in the Surrey Hills. The School seeks to nurture confident, compassionate and courageous young people who are well prepared for life beyond school. Cranleigh places great value on kindness, respect, integrity and service, and encourages all members of its community to contribute positively to the lives of others.

The School's ethos is founded on strong relationships, a supportive boarding community and a belief that education should develop the whole person. Academic ambition is balanced with outstanding pastoral care, co-curricular opportunity and a deep commitment to safeguarding and wellbeing. All staff are expected to uphold and actively promote Cranleigh's values and to play their part in sustaining a safe, inclusive and aspirational community.

Job Summary

The HR & Recruitment Coordinator plays a vital role within the busy HR Department, supporting both HR and Recruitment activities across the School. Working closely with the current HR team, colleagues and candidates, the post holder will help ensure that HR and recruitment processes are delivered efficiently, professionally and in full compliance with employment legislation and safeguarding requirements.

This role is ideally suited to an organised and proactive individual with excellent communication skills, strong attention to detail and the ability to work autonomously in a fast-paced environment. The post holder will contribute directly to maintaining high standards of safeguarding, compliance and employee experience across the School.

Key Responsibilities

HR Support

- Provide comprehensive HR administrative support across the employee lifecycle, including onboarding, training, contractual changes and leaver processes.
- Coordinate onboarding and induction arrangements for new staff, ensuring safeguarding requirements are met prior to commencement.
- Support the administration of HR processes in line with School policies and co-ordinate ongoing transition from paper-based to electronic/online as directed.
- Prepare HR contractual documentation, correspondence and reports and follow up as necessary.
- Support HR projects, audits and cyclical activities, including compliance and safeguarding-related reviews.
- Complete HR project work as directed by the Director of HR or HR Operations Manager in connection with remuneration and benefits.
- Assist with the probationary and appraisal cycles for bursarial and teaching staff.
- Assist with the housing contractual administration in liaison with the HR Officer and Director of HR.
- Assist with the private medical healthcare insurance administration in liaison with the HR Officer and Director of HR.

Recruitment Support

- Coordinate and administer end-to-end recruitment processes for academic and support staff alongside the Ad Hoc HR Coordinator, including high-volume recruitment campaigns.

- Act as the first point of contact for candidates, ensuring a welcoming, professional and timely recruitment experience that reflects the School's values.
- Prepare and draft job descriptions and adverts, place vacancies on appropriate platforms and manage recruitment inboxes.
- Liaise with advertising agencies to track progress and maintain within budget.
- Support shortlisting processes and coordinate interviews, assessment days and selection panels.
- Liaise closely with Safer Recruitment specialists to ensure all training and pre-employment checks are completed accurately and in line with statutory guidance, including KCSIE and ISI requirements.
- Communication with candidates, including interview scheduling, candidate feedback and verbal offers.
- Maintain accurate recruitment records on the Applicant Tracking System (ATS, iRecruit).
- Produce recruitment correspondence, reports and management information as required.
- Support the continuous improvement of recruitment processes, with a strong focus on safeguarding and candidate experience.

General HR Team Responsibilities

- Maintain accurate and confidential employee records on the HRIS (Ciphr), ensuring data integrity and GDPR compliance.
- Welcome visitors to the HR department and offer advice and support where necessary and appropriate.
- Respond to telephone or online queries in a timely manner, escalating more complex matters appropriately.
- Ensure all HR activity aligns with employment legislation, ISI standards and the School's safeguarding policies.
- General HR office management, escalating any issues with equipment promptly to IT or the Works Department.
- Provide cover for colleagues in the HR Department in times of absence or holidays.
- Take responsibility for applying a compliant data protection approach across all activities which involve personal data or data processing, in line with the School's Data Protection, Information Security and IT Acceptable Use Policies.

Safeguarding Responsibilities

- Act at all times in accordance with the School's safeguarding and child protection policies.
- Support safer recruitment practices in line with *Keeping Children Safe in Education (KCSIE)* and ISI regulatory requirements.
- Undertake safeguarding training as required and keep knowledge up to date.
- Promote a culture of vigilance and professional curiosity, reporting any safeguarding concerns in line with School procedures.

Equal Opportunities Statement

Cranleigh School is an equal opportunities employer and is committed to creating an inclusive environment where all individuals are treated with dignity and respect. The School welcomes applications from suitably qualified candidates regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Appointments are made on the basis of merit and ability, in accordance with the School's policies.

Data Protection Statement

Cranleigh School is committed to protecting the privacy and security of personal data. Any personal information provided as part of the application process will be processed in accordance with UK data protection legislation and the School's Data Protection Policy. Information will be used solely for recruitment and selection purposes and will be held securely. Further details are available in the School's Privacy Notice.

Person Specification

Essential Criteria

Qualifications & Knowledge

- Knowledge of generalist HR administration and recruitment processes.
- Understanding of confidentiality, GDPR and compliance ideally within an HR environment.

Experience

- Previous experience in an HR and/or recruitment coordination role or exposure to HR or Recruitment processes.
- Experience working in a busy, deadline-driven environment.
- Experience of maintaining accurate records and managing multiple priorities simultaneously.

Skills & Abilities

- Excellent written and verbal communication skills, with confidence when liaising with candidates, staff and external stakeholders.
- Highly organised with strong attention to detail balancing efficiency with a focus on accuracy.
- Ability to work autonomously, using initiative and sound judgement.
- Confident user of Microsoft Office applications.
- Ability to handle sensitive and confidential information with discretion and professionalism.

Personal Attributes

- Professional, reliable, approachable and service-oriented.
- Proactive, flexible and solutions-focused.
- Calm, discreet and resilient under pressure.
- Strong alignment with the values and ethos of Cranleigh School.
- Clear commitment to safeguarding and promoting the welfare of children and young people.
- Collaborative team player with a positive attitude.
- Organised and methodical with good problem-solving skills.
- Willingness to learn and take ownership of responsibilities.

Desirable Criteria	• Experience of working within the education sector, particularly in an independent or boarding school. • Proven experience using HRIS and online recruitment packages. • Knowledge of Safer Recruitment and statutory pre-employment checking processes. • CIPD Level 3 or recruitment related qualification (or working towards). Further training can be supported. • Experience producing HR or recruitment management information and reports.
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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School operates safer recruitment practices in line with Keeping Children Safe in Education (KCSIE) and ISI regulatory requirements. All appointments are subject to satisfactory safeguarding checks, including enhanced DBS clearance, identity checks, right to work in the UK, medical clearance and satisfactory references.