

Recruitment Resourcer

[Apply Now](#)

Company: Step Teachers

Location: Norwich

Category: other-general

The role of Resource Consultant is key to Step Teachers adhering to its safeguarding responsibilities and increasing the number of candidates registered. You will ensure all candidates are thoroughly vetted before they can undertake any work. To ensure a constant pipeline throughout the school year you must be able to 'sell' the company to ensure a candidate's commitment to begin and complete the registration process as well as offering flexible interview locations across our multiple sites.

The role of the Resource Consultant is to increase the number of candidates applying to and registering with Step Teachers. A Resource Consultant must be able to 'sell' the company to ensure the candidate's commitment to begin and complete the registration process.

Following your training, you will have an excellent knowledge of the company's recruitment criteria as well as the positions available and in-demand roles.

Objective

Follow department guidelines for attracting candidates to Step Teachers Ltd

Liaise with the Resource Manager to clearly identify the company recruitment needs; resourcing the 'right' type of candidates at the required levels in the required locations

Direct and manage the candidates attracted to ensure they fully complete the registration process and secure employment

Work efficiently to ensure a speedy application timeline from "initial contact" to "ready to

work”

Increase the candidate pool of teachers and support staff

General support and administrative tasks

Complete all activities on Step Teachers CRM – Vima/Hubspot.

Duties & Responsibilities

Conduct and manage initial telephone interviews, qualifying candidates, booking and conducting interviews

Ensure candidates complete the registration processes by assisting the Compliance Team in the completion of the application process, including the collection of ID, qualification documentation and references

Revisit good quality, archived candidates on Vima that meet pending vacancies; encouraging them to re-registration and or recommend a friend

Maximise the benefits of the Recommend a Friend scheme by contacting existing satisfied customers.

Liaise with universities/job centres / other establishments to develop new and existing relationships for attracting candidates

Via the WaveTrackr platform, ensure:

- Adverts are written in response to the demand

- Respondents are being reviewed and appropriately flagged

Chase candidate references

Writing teacher profiles / CVs

Ensure Live Chat enquiries through the company website are actioned in real-time

Managing candidates through Vima/Hubspot.

This is a 35-hour-a-week contract, with a rotating shift pattern between 9 and 11am and 5

and 7pm. You'll be part of a team based in Rosary Road, Norwich. Starting salary is £20,820 with an OTE salary of £24,500 in the first year. This progresses through to an OTE salary of £32,000.

[Apply Now](#)

Cross References and Citations:

1. [Recruitment ResourcerFirefighterjobsnearme Jobs Norwich Firefighterjobsnearme ↗](#)
2. [Recruitment ResourcerJobsmyanmar Jobs Norwich Jobsmyanmar ↗](#)
3. [Recruitment ResourcerSchooljobsnearme Jobs Norwich Schooljobsnearme ↗](#)
4. [Recruitment ResourcerDigitaljobsnearme Jobs Norwich Digitaljobsnearme ↗](#)
5. [Recruitment ResourcerNetworkengineerjobsJobs Norwich Networkengineerjobs↗](#)
6. [Recruitment ResourcerBluecollarjobs Jobs Norwich Bluecollarjobs ↗](#)
7. [Recruitment ResourcerHrjobsJobs Norwich Hrjobs↗](#)
8. [Recruitment ResourcerSearchlondonjobs Jobs Norwich Searchlondonjobs ↗](#)
9. [Recruitment ResourcerFindfreelancerjobs Jobs Norwich Findfreelancerjobs ↗](#)
10. [Recruitment Resourcer ExecutivejobsnearmeJobs Norwich Executivejobsnearme↗](#)
11. [Recruitment Resourcer BuenosairesjobsJobs Norwich Buenosairesjobs↗](#)
12. [Recruitment Resourcer Mumbaijobs Jobs Norwich Mumbaijobs ↗](#)
13. [Recruitment Resourcer Advertisingjobs Jobs Norwich Advertisingjobs ↗](#)
14. [Recruitment Resourcer Europejobscareer Jobs Norwich Europejobscareer ↗](#)
15. [Recruitment Resourcer Dermatologistjobs Jobs Norwich Dermatologistjobs ↗](#)
16. [Recruitment Resourcer Southkoreajobs Jobs Norwich Southkoreajobs ↗](#)
17. [Recruitment Resourcer Automationjobs Jobs Norwich Automationjobs ↗](#)
18. [Recruitment Resourcer ReactjobsnearmeJobs Norwich Reactjobsnearme↗](#)
19. [Recruitment resourcer Jobs Norwich ↗](#)
20. [AMP Version of Recruitment resourcer ↗](#)
21. [Recruitment resourcer Norwich Jobs ↗](#)
22. [Recruitment resourcer JobsNorwich ↗](#)
23. [Recruitment resourcer Job Search ↗](#)

24. Recruitment resourcer Search ↗

25. Recruitment resourcer Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/recruitment-resourcer-norwich-step-teachers-d4b1aff87f/>

Generated on: 2024-05-02 by Expertini.Com