

Job Description

Job Title	Recruitment Team Leader
Department	Sales
Based at	Maidstone, Kent.
Reports to	Head of Sales and Customer Service
Responsibilities for staff	Recruitment Team
Hours of work	9.00 – 5.30 Monday to Friday
Salary / Benefits Allowances	£20,000 pa basic plus commission
Job Purpose / Objective	<ul style="list-style-type: none"> •To lead the recruitment team to provide an outstanding recruitment service to learners and employers such that targets are exceeded every month..
Specific Duties	<ul style="list-style-type: none"> • Lead the recruitment team, ensuring all recruitment staff are motivated and engaged to deliver an exceptional service to learners and employers • Identify quality potential candidates via recruitment boards and social media as required • Engage with employers, ensuring their needs are appropriately understood and documented • Match quality candidates to employer vacancies ensuring that IAG has been provider and considering suitability for both parties and travel distance • Ensure candidates understand what is required of them and have received appropriate Parenta guides • Ensure employers understand what is required of them, particularly in relation to employment contracts and minimum wage and have received appropriate employer guides.
General Duties	<ul style="list-style-type: none"> • Review the NAS recruitment site on a daily basis for vacancies • Conduct appraisals of staff on a quarterly basis and ensure relevant and SMART objectives are set • Coach staff to ensure they are constantly performing to the best of their ability and providing a consistently exceptional service. • Ensure staff are also promoting the wider range of Parenta products

	<p>Comply with statutory and company policies and procedures</p> <ul style="list-style-type: none">• Work collaboratively with all members of the Parenta team• Keep acquainted with changes in the nursery and childcare industry• Hold Recruitment team meetings• Provide monthly management reports as defined• Ensure accurate records of all activities are recorded using CRM• Continually review processes and implement improvements,
Occasional Duties	Other reasonable duties, as required by the post's line manager.