



## Senior Recruitment Coordinator

*Making school holidays extraordinary*

### The Details

- **Title:** Senior Recruitment Coordinator
- **Reporting to:** Recruitment Manager
- **Contract:** Permanent | Full Time
- **Start Date:** February (Flexible)
- **Hours:** Monday to Friday 9am-5pm, except during camp operating weeks when longer hours (8am – 6pm) will be expected. Some weekend work is required in the run up to and during camp seasons.
- **Pay:** £26,000 - £29,000 per annum (pro rata) plus £1500 loyalty bonus annually
- **Holiday Allowance:** Up to 37 days plus bank holidays annually, plus time in lieu for weekend work.

### Summary of Position

Our belief at Ultimate Activity Company is that the quality of staff determines the quality of our programmes, and as such the role of the Senior Recruitment Coordinator is crucial to their success.

Working alongside the Recruitment Manager you will oversee and support the recruitment of outstanding temporary staff. With comprehensive training provided, you will take responsibility for the end-to-end recruitment of our temporary staff who help us deliver the exceptionally high standards we have promised parents, children and schools.

If you are a positive team player who has the drive to recruit the best possible staff who can 'inspire children every day' then we want to hear from you!

### The Company

Ultimate Activity Company Ltd is a leading provider of premium holiday childcare in the UK. Our trusted holiday camps operate at venues across the country offering outstanding childcare & activity provision to children whilst providing peace of mind to parents.

### Duties and Responsibilities

Following safer recruitment guidelines, select and appoint suitable staff for our programmes:

- Application screening, selecting the best candidates for interview
- Conduct interviews via phone, video call, and in person
- Ensure required ratios of staff: children are met based on booking numbers
- Source emergency cover in the event of sickness
- Ensure staff levels and qualifications meet OFSTED & Health & Safety requirements
- Ensure the on-camp teams have a suitable balance of skills and experiences, reflecting the core values of the company and the schools at which they are employed

The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, internet search, employment history and reference checks, and international criminal record checks where required.

Updated 11/2024



Oversee new starter induction:

- Prepare, send and track required employment paperwork to staff
- Complete necessary background checks, including obtaining references and DBS checks to ensure staff are suitable for a childcare role
- Ensure staff complete necessary pre-camp training
- Update internal systems to ensure information held on candidates is up to date
- Provide accurate staff records/timesheets for payroll

Assist with the development and management of recruitment initiatives:

- Research and implement new recruitment advertising opportunities
- Take an active approach in the recruitment of new candidates, attending job fairs/events and contacting recruiters and advertisers etc.
- Manage adverts on external job boards
- Liaise with other departments to raise brand awareness through social media campaigns and other initiatives
- Be committed to implementing and maintaining an attractive employer value proposition

Act as a key point of contact for staff and potential candidates:

- Respond to general employment queries via telephone, email and through social media in a timely manner.
- Engage staff through regular communications such as newsletters and surveys
- According to a rota, assist with cover of out of office phone line, reacting to any staffing emergencies and ensuring any correspondence received is communicated to the relevant team members (school holidays only)
- Supporting the recruitment manager to ensure recruitment systems and processes are supporting the needs of recruiters and the business"

Leadership and Support

- With Support of the Recruitment Manager work alongside and support a team of 4-6 recruiters to advertise, select, vet and onboard our seasonal camp staff
- Help deliver training and monitoring of new recruitment team members
- Provide ongoing mentoring to team members to develop their recruiting skills
- Support Team performance through the use of KPI's/targets set by the Recruitment Manager and support the team to reach their goals
- Co-ordinate with external companies and agencies to ensure all recruitment and vetting procedures are in place across all UAC programmes

Please note that due to the seasonal nature of the business and the requirements of the role, candidates must be available to work in the school holidays and only limited annual leave days will be considered during these peak periods.



## Essential Requirements

- Experience of coaching and supporting a team
- Previous experience within recruitment or a similar field, preferably in a multi-site environment
- Highly computer literate with experience using Word, Excel and Outlook
- Confident and tenacious problem solver
- Highly organised with an excellent attention to detail
- Confident communication skills, both written and spoken with a great telephone manner
- Enthusiastic team player, with the drive to complete tasks to a high standard
- Experience and ability to perform under pressure and meet deadlines in a busy environment
- Able to commute daily to our office just outside Oxford

## Desirable Requirements

- An understanding of UK Child Safeguarding practices and regulations and Safer Recruitment guidelines
- Have a full and Valid UK driving licence with access to a car
- Experience and/or understanding of working in a childcare setting

## Benefits

- Excellent CPD opportunities in, but not limited to, employee relations, first aid, safe recruitment, leadership & management, managing difficult conversations, GDPR, mental health first aid.
- Flexible working outside of busy periods
- Company pension
- Regular social events
- Free on-site parking
- Free places for children on our Ultimate holiday camps
- Part of a Highly Respected Organisation: As part of Dukes Education Ltd, Ultimate Activity Company Ltd staff reap the benefits of being part of a highly successful and respected educational group.

Please send your CV and a covering letter to Shcoma at [shcoma@ultimateactivity.co.uk](mailto:shcoma@ultimateactivity.co.uk) or apply via our [Careers Page](#).

For more information about our host schools and programmes, please visit our website [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk)