

JOB DESCRIPTION

Job title: School Recruitment Advisor

Service: National School Breakfast Programme

Salary: Grade 3 Point 20 – 23

Hours: 29.6 or 37 hours per week, term time only, 12 weeks contract

Location: Homebased

Responsible to: School Breakfast Team Manager

Secondment or temporary post until 31st October 2021 with the potential for extension.

Summary of job:

Family Action deliver the new National School Breakfast Programme, funded by Department for Education. Family Action is committed to supporting child development, and we believe a healthy school breakfast, without barrier or stigma, can set up children to succeed and give them the very best chance to learn. Working with schools across the country, the programme supports the development of breakfast provision in schools to deliver healthy breakfasts with the goal that no child starts the school day too hungry to learn. Working closely with schools and colleagues across Family Action, School Recruitment Advisors work directly with schools to recruit them to the programme and facilitate the successful set up of breakfast delivery in their schools.

Key tasks and responsibilities:

1. Effectively and efficiently recruit schools to deliver the School Breakfast programme in order to reach every child at risk of hunger and ensuring breakfast is a valued and integral part of the school day.
2. Share knowledge, ideas, feedback and evidence of good practice with schools to inspire and encourage delivery of the breakfast provision.
3. Work in close partnership with the breakfast staff and colleagues in the programme to collect and evaluate data to evidence the impact of delivering breakfast provision.
4. Carry out timely and effective recruitment process with each school which may involve discussions with key school staff, and support them to overcome challenges and barriers, applying confidence and innovation.
5. Provide support to schools to better engage with children/young people, parents/carers and the wider school community to optimise the take up of breakfast within the school.

6. Maintain regular contact with schools during the recruitment process, respond swiftly and efficiently to queries and concern, fostering a trusting and confident relationship.
7. Develop a good understanding of targets, KPI's and milestones, in line with the delivery plan. Liaise with other programme staff as required to ensure data is collected and submitted as required to evidence performance and progress against contractual targets.
8. Monitor school progression through the school recruitment journey, and highlight any concerns at the earliest stage to ensure appropriate action planning is initiated.
9. Provide an effective communication channel between schools, School Recruitment Team Managers and Senior Managers.
10. Attend regular team meetings and share ideas and experiences to promote best practice and develop a cohesive and supportive team, all striving to evidence the key objectives of the programme.
11. Demonstrate an understanding applicable to your role, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
12. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development.
13. Contribute to the growth and development of the organisations by gaining a working knowledge of Family Action's portfolio of services and proactively marketing the organisation and services to commissioners and funders. Support the Business Development and Fundraising teams by contributing knowledge and information to bids and grant applications as required.
14. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, partners, schools and other members of the community.
15. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
16. Demonstrating Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a. Being people focused
 - b. Reflecting a 'can do' approach
 - c. Striving for excellence in everything we do
 - d. Having mutual respect for everyone we work with, work for and support through our

services

17. Willingness to work flexibly to support the success of the programme and ability to undertake occasional national travel with occasional overnight stays.

Person Specification

1. Preferably educated to degree level or relevant professional qualification to level 3. Evidence of a commitment to continuing learning and professional development.
2. Experience of working in an educational setting or in partnership with schools or other educational providers and knowledge of how schools operate is essential. Evidence of a commitment to continuing learning and professional development.
3. Experience of being first point of contact and providing high quality support
4. Experience of working remotely, across a wide geographical area with a wide range of stakeholders.
5. Demonstrable experience of influencing, negotiating, and presenting the case for change.
6. Appropriate awareness / understanding of the importance of child health and nutrition.
7. Experience of collecting information, summarising findings and writing and presenting reports which evidence impact.
8. Excellent interpersonal skills including the ability to engage, influence and persuade a range of audiences including pupils, headteachers and senior school leaders, pastoral and breakfast staff in schools. Proven ability to develop and sustain relationships with colleagues, partners and stakeholders. Ability to engage with children/young people, parents/carers and the wider school community.
9. Demonstrable ability to prioritise, plan, organise and manage a varied workload, in order to meet targets, while addressing challenges efficiently and promptly with excellent IT skills, experience of using Microsoft office packages and ability to input information into a database.
10. Ability to problem solve, applying creativity and innovation.
11. Ability to work as part of a dispersed team and to make an effective contribution.
12. Ability to apply safeguarding procedures appropriate to your role.
13. A commitment to the growth and development of the programme and of the organisations
14. A commitment to apply Family Action's policies and procedures in every aspect of daily work including Health and Safety, Data Protection, Safeguarding of children and vulnerable adults.

15. A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision and employment

16. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

- a. Being people focused
- b. Reflecting a 'can do' approach
- c. Striving for excellence in everything we do
- d. Having mutual respect for everyone we work with, work for and support through our services

17. Willingness to work flexibly to support the success of the programme, including occasional national travel for training and meetings.