



# The Education Specialists



Together creating your career

## Education Recruitment Consultant Vacancy Overview





## **Introduction**

**This is an exciting opportunity to join a leading Education Recruitment Group which is highly respected within the education sector. Headed up by an industry leading team who have established an enviable reputation amongst its clients and candidates, as their agency of choice.**

**Our Liverpool and Manchester branches offer a friendly and vibrant team environment with genuine career opportunities to progress quickly, based on your performance.**

**A well-established client portfolio across specialised education sectors, with a long-standing candidate network, means this is an excellent prospect for an ambitious individual. You will be involved in the full recruitment cycle, recruiting professional education staff and teachers into Primary, Secondary or SEN schools within a local territory.**

**First class customer service is as important as sales and business development.**

**Training and support will be given to help you succeed and you will have the opportunity to learn from highly successful team members within an encouraging culture from all around you.**

# The Education Specialists



## ABOUT US

The Education Specialists is part of Operam Education Group, a network of specialist education recruitment agencies that cover the North.

Established in 2002, by qualified teachers and experienced education recruitment consultants, we have a wealth of knowledge underpinning our processes to ensure we understand the needs of our clients and candidates.

The Education Specialists has developed very close working relationships with schools in the North West fulfilling a wide spectrum of resource needs. We understand that all schools and individuals are different so we always build up a good understanding of requirements, which in turn enables us to send the right supply staff with the right skills.

Our recruitment consultants are specialised into education sectors so that they have an excellent appreciation of role requirements. As a pledged based business we are committed to supporting our clients and the community with additional resource support.



**Specialised  
Sectors**

## ABOUT US - VALUES

### Accountability:

*Don't get up from the feast of life without paying for your share of it.*

We know others count on us, so we do the best that we can, wherever and whenever.

We keep people informed in an honest, transparent and respectful manner. We are focused, disciplined, and use our initiative to consistently deliver on our promises.

### Applying our knowledge through our experience:

*Knowledge tells you that a tomato is a fruit, experience tells you not to put it in a fruit salad.*

We get to know everyone we do business with, in order to understand their individual needs so we can deliver a bespoke service to them.

We work in partnership with individuals, schools and businesses fostering a collaborative decision-making process underpinned by transparency.

### Fostering innovation and maximising potential:

*To make an omelette you must smash eggs.*

We encourage new ideas and have positive attitudes to change.

We believe in breaking through barriers for great things to happen.

Our values paint a picture about how we do business and are based on our core beliefs and principles.

It is not a list of statements but a live dynamic set of behaviours that our employees exercise each day they come into work. Our values shape our company culture and are a visual set of standards to inform our business partners, candidates and potential employees what to expect when they work with us.

## ABOUT US - SERVICE TO OUR CLIENTS



We appreciate the importance of finding schools' workforce solutions quickly in order to add capacity in the classroom and the urgency that is sometimes required for communication to obtain the smooth running of schools.

This is why we offer a 7am to 7pm service, 7 days per week beyond the academic year, which is conducive for those emergency bookings when our clients need someone the next or even the same day.

We provide candidates for same day cover, short term roles, long term roles, permanent positions and a temp to perm service. We have built an experienced and reliable talent pool, which covers a diverse range of skill sets across all our chosen specialised sectors.

### Talent Pool



- Senior/Middle Management
- Qualified Teachers
- Teaching Assistants
- HLTA's
- SEN Staff
- Cover Supervisors
- Exam Invigilators
- Early Years Practitioners
- 1:2:1 Tuition
- Administration Staff
- Catering Staff
- Cleaning Staff
- Caretakers

## ABOUT US - SERVICE TO OUR CANDIDATES

Effective recruitment and retention start with a healthy talent pool; we have fostered relationships with our candidates for over a decade and adapted our service to candidate requirements and industry needs.

We get to know our candidates and have regular returners who trust us to listen to their needs so we can offer them suitable assignments. Our commitment to the candidate experience ensures our relationship remains at a premium. This successful approach has cultivated long and lasting connections, as well as forging new ones to maintain our big black book of talent.

We offer a supported process that treats everyone with respect and professionalism; we foster a mutual understanding of good communication to keep each other updated so we are adapting to changing needs as well as offering appropriate placements.



### CANDIDATE BENEFITS SUPPORTING RETENTION

#### Central Contact

One central point of contact with a specialised team who provide a personal service co-ordinating assignments.



#### Workforce

Working within our range of clients provides the opportunity to become part of a valued and skilled workforce.



#### CPD

Assessment of training needs and access to aligned CPD and professional learning opportunities.



#### Continuity

Reassurance of continued placements which suit candidate skills, experience and personality.



## ABOUT THE PERSON

ENGAGEMENT  
POSITIVE  
COMMUNICATION  
INNOVATIVE  
SELF-MOTIVATION  
ACTIVE-LISTENER  
ENTHUSIASTIC  
OPEN-TO-CHANGE CAN-DO  
PRO-ACTIVE  
HARD-WORKER  
ADAPTABLE  
INFLUENCER  
EFFICIENT DRIVE  
EAGER TEAM-PLAYER  
AMBITIOUS  
ENERGETIC  
ACCOUNTABLE

Our best recruiters spend most of their day talking either on the phone or at meetings, talking to new or existing clients and candidates.

They are selling themselves and our business, overcoming objections, developing relationships and building new people networks, understanding what clients and candidates want and need, problem solving, taking their best opportunities and people to the market, as well as managing and making placements. These posts are not just about finding jobs to fill, it is a whole lot more.

Recruitment is a dynamic, fast-paced and highly competitive industry. People join us from all walks of life, but they all share the same qualities.

## ABOUT THE PERSON

### CAN DO ATTITUDE

You must have a strong work ethic and be passionate with a 'can do' attitude to succeed. Tenacious and resilient with the ability to persist, ask questions, overcome objections and stay in control.

### COMMUNICATION AND ENGAGEMENT

You should be a good communicator with great phone presence and be able to quickly engage people and build a rapport with them. Being an active listener who can quickly assess what someone's needs are and being able to offer our services through positively influencing them, is a key skill.

### SELF-MOTIVATOR

You should be an ambitious individual that demonstrates self-motivation, a drive to succeed, with a proven record of outstanding sales and recruitment performance. The ability to work on your own but also be a team player is an essential quality for smooth operational running.

### EFFICIENT

You should be efficient, organised and able to know how to prioritise a stretching workload in a fast-paced environment. You have to make good decisions every day about how you spend your time and be able to prioritise which clients, jobs, and candidate related tasks you deal with first.

### INNOVATIVE

Being innovative by presenting your own ideas for improvement and your positive attitude towards change due to operational advances, is an important company value. Having a strong sense of urgency which make things happen and being accountable for your own work in order to meet target driven deadlines, will help you to succeed.

## ABOUT THE PERSON

You will be a successful recruiter, and possess the drive, determination and energy that this industry needs.

You will need to have the ability to work under pressure in a targeted environment, combined with a tenacious and positive outlook.



You may have experience of working within the education recruitment sector, or you may have experience of working in another sector, that involves customer interface daily

You will have experience of building and managing a busy supply desk. An interest in education and knowledge of current trends and developments within the education sector would be helpful.

## ABOUT THE ROLE

SPECIALIST  
PLACEMENTS  
RELATIONSHIPS  
CONNECTIONS  
TEACHERS  
SCHOOLS  
SALES  
MANAGEMENT  
CLIENTS  
BUSINESS  
CANDIDATES  
RECRUITMENT

Recruitment is an exciting mix of sales, business development, account management and of course, recruitment. We work with both specialist clients to source the people they need to facilitate learning within the classroom, as well as with specialist candidates who are looking for a new job and/or career, to meet their professional and/or personal goals. Recruitment Consultants are a vital link between candidate and clients, often advising on strategic as well as operational requirements.

We have many established clients and candidates but are always striving to increase our market share, so the role will include lots of business development calls to schools. We also work in highly candidate-short markets where the war for talent is fierce and pro-actively looking for new talent is a daily job.

## ABOUT THE ROLE

# Responsibilities



Managing, retaining and growing an existing desk of candidates and clients for either:

- Primary
- Secondary
- SEND.

Making confident sales calls, arranging and attending sales visits with schools to develop existing relationships and generate new business opportunities.



Sourcing relevant CVs, contacting candidates to arrange registration appointments, screening and interviewing to get work ready.



Selecting suited candidates to place in on the day, short-term and long-term placements.



Working towards individual measures to ensure team targets are hit weekly, monthly and termly.

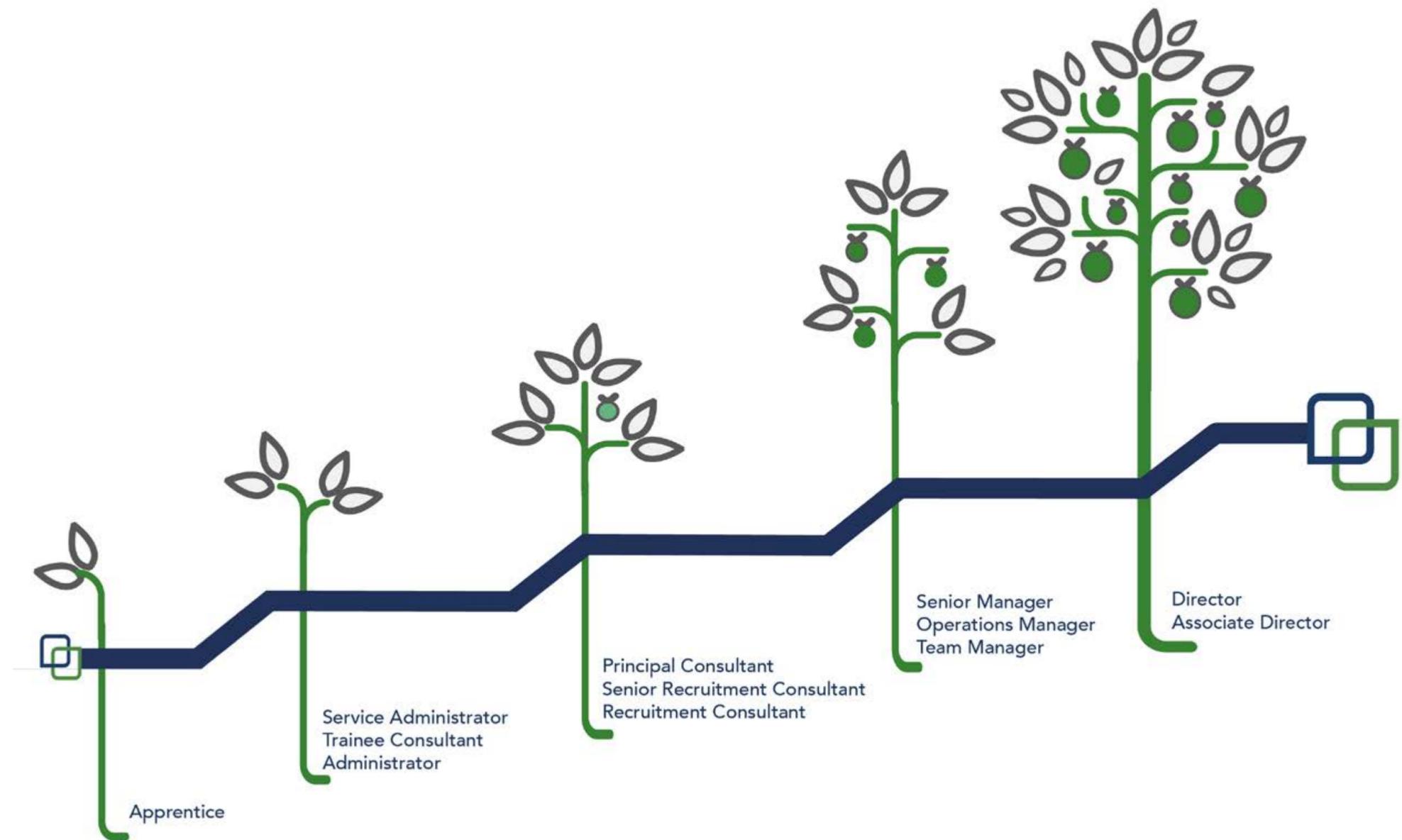


Making follow-up calls to both clients and candidates to ensure they are satisfied with placements and be able to address any issues.

# ABOUT THE ROLE What's on Offer



# YOUR CAREER GROWTH



**WE CULTIVATE AN ENVIRONMENT FOR YOUR GROWTH**

## MAKE THE NEXT MOVE

### Interested?

If you're already keen and ready to apply simply send your cv to [careers@operam-education.co.uk](mailto:careers@operam-education.co.uk)

We will acknowledge your application within 48 hours. We guarantee to advise you within one week as to whether you have been selected for an interview. We will also provide you with constructive feedback at every stage regardless of the outcome.

We appreciate you taking the time to read about this position and look forward to connecting with you.

### BRANCH LOCATION

#### The Education Specialists

Liverpool Branch  
1 Paramount Business Park  
Wilson Road  
Liverpool  
L36 6AW

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E: [info@tessupply.co.uk](mailto:info@tessupply.co.uk)