

# Education Staffing Manager

**Department:** Education Staffing Manager

**Reporting Structure:** Reports to the Managing Director

**Salary:** £19.95 / £41,496

**Location:** Oldbury

**Work hours:** 9:00 - 17:00

## Summary:

We are seeking a dynamic and experienced Education Staffing Manager to join our team at Proffer Solution Ltd. The ideal candidate will be responsible for managing the recruitment and staffing process for educational institutions. If you have a passion for education and a strong background in staffing and recruitment, we want to hear from you!.

## Responsibilities:

- Develop and implement recruitment strategies for educational institutions
- Source and screen candidates for teaching and administrative positions
- Coordinate interviews and assessments with hiring managers
- Manage relationships with educational institutions and partner organisations
- Ensure compliance with all relevant employment laws and regulations

## Qualifications:

- Minimum of 3 years of experience in staffing and recruitment
- Experience working in the education sector is preferred
- Strong communication and interpersonal skills
- Ability to work in a fast-paced environment and meet tight deadlines
- Knowledge of relevant employment laws and regulations

## Preferred Skills

- Excellent organisational and time management skills
- Ability to build and maintain relationships with clients and candidates
- Proficiency in Microsoft Office and recruitment software
- Strong problem-solving and decision-making abilities

## Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan

If you are passionate about education and have a strong background in staffing and recruitment, we encourage you to apply for the Education Staffing Manager position at Proffer Solution Ltd.