

SENNIES is a reputable SEN childcare and training recruitment company, dedicated to providing exceptional support to families and professionals in the special educational needs (SEN) field. We are currently seeking a motivated Recruitment Consultant to join our team. In this role, you will play a vital part in sourcing and placing qualified candidates, ensuring compliance with relevant regulations, managing job postings, and supporting our overall recruitment efforts.

Location - Hybrid role (office and home-based)

Pay: Competitive + Commission

Office location: Newhaven Enterprise Centre, East Sussex, BN9 9BA

HOWEVER all of our clients are London-based as this is where we started. Therefore, all applicants must be based in either Sussex or London to apply for this role.

Responsibilities:

- Headhunting and candidate acquisition
- Candidate interviewing and placement
- Complete compliance checks
- Job posting and application review
- Answer and manage incoming calls
- Provide exceptional customer service, addressing queries and concerns with empathy and efficiency.
- Social media and marketing support
- Support the team with administrative tasks, such as data entry, record-keeping, and report generation.
- Collaborate with colleagues on special projects and initiatives to drive continuous improvement and efficiency within the recruitment process.

Requirements:

- Previous experience as a Recruitment Consultant, in a similar role (preferably within the SEN childcare and training sector) OR as an experienced SEN Nanny/Specialist
- Confident in ability to successfully headhunt, interview, and place candidates Excellent communication skills, both written and verbal.
- Strong organisational skills, IT skills and attention to detail.
- Proficiency in using job boards, applicant tracking systems, and social media platforms for recruitment purposes.
- Ability to handle a high-volume workload, prioritise tasks, and meet deadlines.
- A proactive and enthusiastic approach to sourcing and attracting top-quality candidates.
- Knowledge of SEN childcare
- Able to commit to a minimum of 1 full year / Looking for long term employment

If you are passionate about making a positive impact in the lives of children with special educational needs and are motivated to connect talented professionals with rewarding career opportunities, we would love to hear from you.