

## Dukes Plus Recruitment

### Company Overview

Dukes Plus Consultancy and Dukes Tutoring are proud divisions of Dukes Education, one of the UK's leading education groups.

Dukes Plus Consultancy brings together four world-renowned university admissions brands: A-List Education, Oxbridge Applications, The Medic Portal, and The Lawyer Portal. Together, these consultancies support thousands of ambitious students each year in securing places at some of the world's most competitive institutions, including Oxbridge, Ivy league universities, medical schools, and law schools.

Dukes Tutoring is a leading tuition provider, supporting students from ages 4 to 16 in achieving their academic goals across a broad range of subjects. Through personalised learning and exceptional teaching, we help students build confidence, fulfil their potential, and achieve lasting success.

### ***Our values***

*Educate with empathy.*

*Advise with ambition.*

*Innovate with integrity.*

We are a collaborative and growing organisation with a shared commitment to educational excellence. We value initiative, teamwork, and professionalism, and aim to create an environment where people can develop their careers while making a meaningful contribution to the success of our students and services.

### Tutor Recruitment & HR Coordinator Job Specification

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| <b>Title</b>            | Tutor Recruitment & HR Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Department</b>       | HR Department- Dukes Plus Consultancy & Dukes Tutoring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Reporting to</b>     | People Partner for Dukes Plus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Location</b>         | Hybrid working: 2 days in our central London office and 3 days from home. If you prefer you're welcome to work from the office full-time (5 days a week).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Working Days</b>     | Monday – Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Position Type</b>    | Permanent, full time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Working Schedule</b> | 9am – 5:30pm, Monday- Thursday and 9am – 5pm on Fridays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Start Date</b>       | 1 <sup>st</sup> September 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Salary</b>           | £30,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Role overview</b>    | <p>We are looking for a highly organised, people-focused, and proactive Tutor Recruitment &amp; HR Coordinator to join our friendly HR team. You will be responsible for managing the end-to-end recruitment and onboarding process for our tutors, ensuring an outstanding experience for candidates from application through to appointment.</p> <p>Working closely with tutors and colleagues across the business, you will help attract top talent, maintain high safeguarding and compliance standards, and provide ongoing support with recruitment and administrative queries. Alongside your recruitment responsibilities, you will contribute to the wider HR function, supporting key people processes and helping to drive an efficient, positive employee experience across the organisation.</p> <p>This is an exciting opportunity for an HR and recruitment professional looking for a varied role that combines talent acquisition, compliance, and wider HR support. Working as part of a supportive and collaborative team, you will contribute to both the growth of our tutoring network and the effective delivery of HR services across the business.</p> |

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| <p><b>Duties and responsibilities:</b></p> | <p><b>Tutor Recruitment &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Lead the end-to-end recruitment, onboarding, and management of tutors across two businesses.</li> <li>• Develop and implement effective recruitment strategies to attract, engage, and retain high-calibre tutors.</li> <li>• Manage the full recruitment lifecycle, including advertising vacancies, screening applications, conducting interviews, and making hiring decisions.</li> <li>• Manage the end-to-end onboarding and safer recruitment process for tutors, ensuring all required documentation, references, certifications, training, and compliance checks are completed in line with safeguarding requirements, industry best practice, and company policies through the TutorCruncher platform.</li> <li>• Act as the primary point of contact for tutors, providing guidance and support on recruitment, onboarding, policies, and day-to-day administrative matters.</li> <li>• Maintain accurate tutor records and ensure all compliance documentation remains current and appropriately stored.</li> <li>• Work closely with operational and marketing teams to deliver targeted recruitment campaigns in response to business needs and growth plans.</li> <li>• Monitor tutor market trends, including recruitment activity, engagement, retention, and pay rates, making recommendations to support tutor satisfaction, service quality, and commercial performance.</li> <li>• Produce regular recruitment reports, analysing key metrics and providing insight to support decision-making.</li> </ul> <p><b>HR Support</b></p> <ul style="list-style-type: none"> <li>• Support the People Partner in delivering day-to-day HR operations across the business, ensuring a positive employee experience throughout the employee lifecycle.</li> <li>• Support the administration of HR policies, procedures, and people processes, responding to routine employee queries and escalating issues where appropriate.</li> <li>• Assist with the preparation of day-to-day HR correspondence.</li> <li>• Provide administrative support for performance management, probation reviews, employee engagement initiatives, and other HR projects.</li> <li>• Support the People Partner with people-related reporting, audits, and compliance requirements.</li> <li>• Assist with the planning and delivery of employee events and initiatives designed to enhance engagement, wellbeing, and the overall employee experience.</li> </ul> |
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| <b>Skills &amp; Experience</b> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong organisational, administrative, and communication skills, with excellent attention to detail.</li> <li>• Ability to build positive relationships and provide high-quality support to tutors and colleagues.</li> <li>• Confidence in handling sensitive or challenging conversations professionally and constructively.</li> <li>• Ability to manage multiple priorities and work proactively in a fast-paced environment.</li> <li>• A genuine interest in education and a commitment to safeguarding and quality standards.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience in recruitment, including candidate screening, interviewing, references, and compliance checks.</li> <li>• Experience in HR administration and supporting wider people processes.</li> <li>• Knowledge of safer recruitment practices and employment compliance requirements.</li> <li>• CIPD Level 3 or higher qualification (or working towards).</li> </ul> |
| <b>Extra Role Benefits</b>     | <ul style="list-style-type: none"> <li>• Flexible working</li> <li>• Medical, opticians and dentistry cash plan</li> <li>• Free in-house gym access with an in-person personal trainer who can support you with your fitness journey!</li> <li>• Access to the Wellhub app which entitles you to numerous gym and spa discounts</li> <li>• 25 days holiday allowance and a generous TOIL policy, as well as additional leave for Christmas and your birthday off</li> <li>• Fast career growth opportunities</li> <li>• Holiday buy-back scheme</li> <li>• Best-in-class training &amp; development opportunities, led by Dukes Education</li> <li>• Employee Assistance Programme (EAP) with access to professional counselling</li> <li>• Regular social events</li> <li>• Enhanced family friendly policies</li> <li>• Enhanced sickness policies</li> <li>• SMART pension</li> </ul>                                                                                                                                                                             |