

A tall, vertical signpost with a white top section and a teal bottom section. The top section contains the text 'Swale ACADEMIES TRUST'. The bottom section contains four directional items: 'Trust Office' with a right-up arrow, 'Westlands Primary' with a left-up arrow, 'Westlands Nursery' with an up arrow, and 'Children's Centre' with a right arrow. The signpost is in front of a brick building with a 'Swale Academies Trust Office' sign. A blue metal fence is in the foreground, and a paved path leads towards the building. Large green trees are in the background.

Swale
ACADEMIES
TRUST

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale
ACADEMIES
TRUST

Recruitment Officer

Central Support Services Team
INFORMATION

CONTENTS

Welcome from Janet Garraway	Pg 3
Welcome from Trust CEO Jon Whitcombe	Pg 4
Job Description	Pg 5
Person Specification	Pg 8
Overview of Swale Academies Trust	Pg 9
Application process	Pg 10
Safeguarding	Pg 11

Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Procurement, Governance, Projects and Estates.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



Janet Garraway
Chief Operating Officer

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

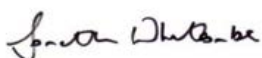
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION

Job Title: Recruitment Officer
Grade: SAT 7
Responsible to: Head of Human Resources

Purpose

The Recruitment officer will support Headteachers and Senior Leaders across the Trust to appoint the right people by actively sourcing and attracting candidates by using databases, social media, external job boards and other relevant medium to ensure hiring managers are provided with the best available talent and to enhance the employer brand to potential candidates. You will ensure safer recruitment is paramount and that Swale Academies Trust becomes an Employer of Choice. You will also have oversight of recruitment across our Trust, the post holder will be responsible for implementing consistent policies, procedures and practice; training and upskilling local staff; creating exemplar marketing materials; and providing best practice advice, market knowledge and ability to report on trends and support the strategic goals of the Trust.

The Recruitment Officer will also be responsible for the end-to-end recruitment processes for posts within the central team, working in close collaboration with a range of internal and external stakeholders.

Key accountabilities

Your responsibilities as an HR Recruitment Officer will include:

Job descriptions

- Support Headteachers and hiring managers with the development of job descriptions and person specifications.
- Process job evaluations.
- Develop / format of all adverts.
- Create and maintain a suite of relevant templates.
- Quality assure all adverts for content and compliance with relevant legislations.
- Placement of adverts on websites and social media as well as sourcing new publications.

Adverts / Recruitment

- Liaise with schools on planned recruitment providing guidance to managers.
- To coordinate the process of vacancy approval, ensuring all alternatives to recruitment have been fully considered and that the most appropriate type of employment has been chosen.

JOB DESCRIPTION

- To draft adverts ensuring they are well-written, engaging and following Trust guidelines. To then ensure that all vacancies are advertised internally, on the Trust website, vacancy bulletin and on various job boards and recruitment media channels, ensuring the best possible exposure for vacancies.
- To maintain a Recruitment Toolkit of exemplar documents to support recruitment including job descriptions, adverts, interview questions and selection tasks, reference request forms etc.
- To process pre-employment checks.
- Manage SAT Recruitment website page.
- To undertake screening interviews and to sit on final interview panels for posts where required, ensuring Safer Recruitment practices are followed.
- Collaborate with managers to understand the skills required for each position in order to effectively match candidates to job needs.
- Develop reports and carry out benchmarking exercises as well as carrying out recruitment audits on an annual basis.

Candidate management

- Be the first point of contact for all recruitment queries.
- Ensure that all general queries are responded to swiftly and professionally.
- Organise and attend recruitment fairs.
- Attend universities NQT recruitment open days.

Policy/projects management

- With support from the Head of HR, to review and develop the recruitment policy, process and procedure for the Trust, ensuring full compliance with best practice and safer recruitment requirements.
- With direction from the Head of HR, to undertake value adding projects to transform the recruitment function to meet the needs of our growing Trust.
- To advise hiring managers on process, procedure, and best practice.
- To support with the planning and delivery of activities to build the Swale Academies brand and attract talent to our schools. This could include attending careers fairs and events, designing marketing materials and building and maintaining partnerships with key external organisations and stakeholders who can support in the attraction of talent to the Trust.
- To work in close collaboration with colleagues, within the HR team and from other teams, to keep up-to-date with Trust activities, share information and ensure awareness of any potential upcoming recruitment needs and challenges.
- Liaise with the Operations Team to ensure that offers and contract of employment are produced within a timely manner.
- Implement hiring practices to ensure all documentation, interviews and actions are consistent and follow all legal and ethical standards.
- To ensure a compliant process including effective on-boarding.
- To keep abreast of market intelligence, in particular, key events which might indicate a good source of resource.
- To manage the safer recruitment training requirements across the Trusts, brokering training provision and ensuring requirements are met across the central office and schools.

JOB DESCRIPTION

Vetting checks

- Take up reference requests for new employees.
- Ensure that all necessary pre-employment paperwork and documents are provided by candidates prior to start of employment.

Data Management

- To be responsible for maintaining all relevant recruitment files and databases.

Compliance

- Ensure compliance to Trust policies and procedures, legislation, directives and promote best practice.

General

- Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the service provided by the team
- Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice. To ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body
- Actively promote the Swale Academies Trust and schools' equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.

No job description can be entirely comprehensive, and roles develop over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE	HOW MEASURED
Qualifications & Training	GCSE O level with a minimum of C in English and Maths.	E	A, I
	Level 5 CIPD qualification or equivalent experience.	E	A, I
	Evidence of professional development.	E	A, I
Experience, Skills, Abilities and Attributes	Practical knowledge of recruitment systems and databases.	E	A, I
	Experience of advising managers on a wide range of recruitment options.	E	A, I
	Solid experience of direct sourcing methods including headhunting and job boards.	E	A, I
	The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy.	E	A, I
	Experience of producing marketing copy and materials.	E	A, I
	Experience of formatting adverts and placing it on websites and relevant media.	E	A, I
	Experience of using social media, either in a work or personal context.	E	A, I
	Experience of running Apprenticeship schemes.	E	A, I
	Experience of strategic planning and policy development.	D	A, I
	Knowledge of child protection and safer recruitment training.	E	A, I
	Experience of talent and succession planning.	E	A, I
	Excellent interpersonal and ICT skills.	E	A, I
	Ability to work independently and as part of a team.	E	A, I
	Ability to use own initiative with "I can do" attitude to meet the challenging demands of the role.	E	A, I
	Ability to build positive professional relationships with all key stakeholder.	E	A, I
	Integrity, sound professional judgment, and ability to maintain confidentiality	E	A, I
	Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments	E	A, I
Willingness to support the ethos and vision of the Trust	E	A, I	
Knowledge	Knowledge and understanding of recruitment practices and legislation.	E	A, I
	Practical knowledge of recruitment systems and databases.	E	A, I
	Previous HR operations experience within an education setting	D	A, I

Assessment Methods:

A = Application Form

I = Interview

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trust.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Human Resources Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring with them the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>