

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 entries: 'Trust Office' with a right-pointing arrow, 'Westlands Primary' with a left-pointing arrow, 'Westlands Nursery' with an up-pointing arrow, and 'Children's Centre' with a right-pointing arrow. The signpost is set against a background of lush green trees and a brick building with a 'Swale Academies Trust Office' sign.

Swale
ACADEMIES
TRUST

Trust Office →

Westlands Primary ←

Westlands Nursery ↑

Children's Centre →

The logo for Swale Academies Trust, featuring the word 'Swale' in a large, bold, green font, with 'ACADEMIES' and 'TRUST' in a smaller, bold, green font below it, separated by a horizontal line.

Swale
ACADEMIES
TRUST

Recruitment Administrator

Central Support Services Team
INFORMATION

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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

JOB DESCRIPTION

Job Title: Recruitment Administrator
Grade: SAT 5
Responsible to: Recruitment Officer

Purpose

- To provide an effective recruitment service to the 19 schools within Swale Academies Trust.
- To liaise with managers on their recruitment needs, facilitate recruitment training, to carry out job evaluations, assist on the drafting of job descriptions and person specifications, adverts, liaising with advertisers and posting vacancies on various websites in a timely manner, and leading on the administration of applicants.

Principle accountabilities:

1. Be the first point of contact for Headteacher's and all employees on all recruitment related matters
2. To support the implementation of an ATS (applicant tracking system)
3. To be closely involved with the recruitment cycle and with colleagues in the finance team
4. To ensure that you are providing correct and up-to-date advice and guidance on all recruitment related matters
5. To draft reports on recruitment trends
6. To attend recruitment fairs
7. Assist with the development and delivery of training sessions for managers and staff

Operational

8. To maintain all recruitment related databases up to date
9. Liaising with the Recruitment Officer on adverts including posting vacancies, job descriptions, and pre-employment matters
10. Processing job evaluations
11. Updating and developing bespoke guidance documents
12. Responding to email and telephone queries from Headteachers and staff in a timely manner
13. Posting adverts and supporting the pre-employment process

Data management

14. To maintain and update accurate records ensuring that data are secure and available to Headteachers where appropriate

JOB DESCRIPTION

Advisory

15. Provide Headteacher's and other senior staff with advice and guidance on advertising tools and publications
16. Support the development of guidance tools and provide up to date advice when required
17. Sitting on interview panels for support staff roles
18. Supporting Headteacher's with strategy planning in relation to recruitment, attraction, attainment
19. Advise on recruitment matters including the best publications to ensure that the Trust is reaching a wide audience.

General

20. 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
21. Manage own workload and be comfortable working mobile and with little or no supervision
22. Be prepared to travel between the schools located within your region
23. 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.
24. 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.

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE	HOW MEASURED
Qualifications	GCSE O level with a minimum of C in English and Maths	E	
	Level 5 CIPD qualification or working towards one.	D	A, I
	Evidence of professional development	E	A, I
Knowledge and Understanding	Up to date knowledge of employment legislation and HR best practice and its application to policy development	E	A, I
	Knowledge of recruitment processes	E	A, I
	Knowledge of applicant tracking systems	D	A, I
	Previous recruitment experience within an education setting	D	A, I
Experience, skills, abilities, attributes	Experience of working within the Education sector, ideally Schools/Multi-Academies Trust.	D	A, I
	The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy.	E	A, I
	Good numeracy, organisational skills and experience using HR systems	E	A, I
	Excellent interpersonal 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 stakeholders	E	A, I
	Integrity, sound professional judgement, and the 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

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 Trusts.

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 Holmesdale School, Snodland
- 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 applications 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>