

**Job title: Recruitment Assistant**

**Contract: Permanent**

**Hours/working pattern: 37 hours per week, term time only plus two weeks**

**Salary/hourly rate: Grade E/F dependent upon experience, £20,043 - £23,023  
(£17,951.82 – £20,620.91 actual)**

**Location: Scalby School, Scarborough**

## **The Trust**

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough and Lady Lumley's Secondary School in Pickering. Our ambition is to continue to welcome new schools into our trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

## **The Trust Central Team**

The Trust Central Team works on behalf of the Trust Board to ensure that the Trust academies perform at the highest educational levels for both staff and students, while providing a safe environment, and adhering to statutory and legal requirements.

The Trust's Director of Learning oversees the educational provision which includes School Improvement Directors and the Scarborough Teaching Alliance.

The Trust's Chief Operating Officer oversees the non-educational side of the Trust with teams responsible for Finance, HR, Premises and IT.

## **The Opportunity**

Due to the growth of our Trust, we are looking to recruit a Recruitment Assistant to support our dedicated HR and Admin Team.

This role will be an exciting opportunity to learn how to work within a fast-paced education environment. Applicants will join an innovative, forward-thinking and committed school team. The position would suit someone who is enthusiastic, adaptable and well organised.

### You will:

- Need to have a flexible approach
- Adapt and prioritise your daily workload
- Have an excellent work ethic
- Operate specified IT packages e.g. Microsoft Excel and Word,
- Ideally have previous experience in this type of role however we will consider suitable transferable skills and a passion to work in an admin and recruitment environment.
- Work well as part of a team.
- Demonstrate good communication skills both orally and written.

### Working for US

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

### Application Process

Please complete the Trust's application form which can be downloaded from NYCC Jobs and email your completed form [S.Lewins@sc.coastandvale.academy](mailto:S.Lewins@sc.coastandvale.academy)

Or for an informal discussion please contact Stacey Lewins, Business and HR Manager at Scalby School [S.Lewins@sc.coastandvale.academy](mailto:S.Lewins@sc.coastandvale.academy) or 01723 362301.

Please contact us if you need an application form in a different format.

We do not accept CVs.

If you would like to discuss this vacancy or arrange to visit us please contact as described above.

Closing date for receipt of applications: Wednesday 25<sup>th</sup> May 2022, 9am.

Interviews will be held as soon as possible after the closing date.

We reserve the right to close this vacancy should we receive an overwhelming response.

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the



widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.