



Recruitment Assistant

Closing Date Wednesday 25th May 2022, 9am

Recruitment Information Pack

Scalby School

Fieldstead Crescent, Scarborough, YO12 6TH

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Our schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit us at:

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit us at: [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit us at: <https://www.scarboroughutc.co.uk>

Application Process

The closing date for all applications is **Wednesday 25th May 2022, 9am**

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

Completed applications must be returned to Stacey Lewins at
S.Lewins@sc.coastandvale.academy

If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact Stacey Lewins S.Lewins@sc.coastandvale.academy or on
01723 362301



JOB DESCRIPTION

POST:	Recruitment Assistant
GRADE :	E /F
RESPONSIBLE TO:	Business and HR Manager
STAFF MANAGED:	None
JOB PURPOSE:	<p>To support the recruitment process for the trust central team and schools within the Trust.</p> <p>To provide highly efficient and effective administration to support the smooth running of recruitment.</p> <p>To contribute to the progression and development of recruitment through the provision of a high quality service.</p> <p>To answer routine recruitment queries arising regarding recruitment issues.</p> <p>To provide other HR administration support when the department workload demands support to the HR function.</p>
JOB CONTEXT:	<p>Works within Coast and Vale Learning Trust to provide comprehensive recruitment support to the trust central team and schools within the trust. Ensures that recruitment is conducted in line with the Trusts recruitment policy and procedures.</p> <p>This school is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational	<ul style="list-style-type: none"> • Ensure recruitment is conducted in line with the Trusts recruitment policy and procedures. • Responsible for developing, updating and agreeing adverts, in line with Trust templates ready for advertisement. • To upload vacancies onto relevant recruitment platforms and social media. • To work closely with the Business and HR Manager to ensure all recruitment needs are met in a timely and professional manner. • To work in partnership with external recruitment agencies, where required. • Respond promptly and courteously to all enquiries either by telephone, letter or email response.

	<ul style="list-style-type: none"> • To assist with the production and distribution of documents, as necessary. • Responsible for collating application forms and sharing anonymised copies with recruitment managers for shortlisting. • Support recruiting managers with the arrangement of interviews and informing candidates of relevant information / feedback. • Responsible for the administration associated with new starters, including liaising with recruiting managers over start dates, ensuring full and accurate records are established and paperwork is processed promptly. • Assist in preparing and issuing offer letter and contracts along with associated documentation in line with the Trusts policies and procedures. • Answer and deal with telephone calls and personal enquiries, responding where appropriate or relaying to other staff for attention. • Responsible for ensuring all internal and external recruitment communication is distributed appropriately and dealt with in a timely manner. • Support the maintenance of the library of job descriptions, interview scenarios and questions. • Provide statistical information as required by Trustees on recruitment and successful appointments.
Safeguarding	<ul style="list-style-type: none"> • Ensuring that new employees have all the relevant checks (including DBS, pre-employment and references) in place or that the appropriate risk assessment has been completed before commencing employment. • Ensuring all relevant documentation is completed and signed in a timely manner. • Work with recruiting managers to ensure all information is provided for personnel files and the Single Central Record. • Ensure that the Trust policies and procedures are followed appropriately.
Administrative Support	<ul style="list-style-type: none"> • Provide general administrative support to the Trust / HR department as required. • To support Trust / HR project work as appropriate .
Communications	<ul style="list-style-type: none"> • Communicate information to the Business & HR Manager, recruiting managers, Headteacher and other staff as required. • Communicate effectively with other staff, Governors, candidates and visitors. • To maintain regular contact with all applicants and prospective new starters.

	<ul style="list-style-type: none"> • Liaise as necessary between the Trust, schools and candidates to ensure they are aware of the progress of their application/vacancy. • Communicate with external agencies regarding advertisement of positions. • Being a point of contact for potential candidates and arranging school visits / answers to queries as required.
People/ Resource Management	<ul style="list-style-type: none"> • Deal with enquiries from Managers, staff and members of public regarding vacancies ensuring accurate information is given and that suitable candidates are actively encouraged to apply. • To promote the Trust as a good employer. • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days.
Safeguarding	<ul style="list-style-type: none"> • Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce. • Adhere to data protection legislation. • Be responsible for promoting and safeguarding the welfare of children and young people.
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. • Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	April 2022

PERSON SPECIFICATION

Recruitment Assistant

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none">• Substantial knowledge of MS Office package including word, Excel and Outlook	<ul style="list-style-type: none">• Knowledge of school procedures• Knowledge of recruitment procedures
Experience <ul style="list-style-type: none">• Working in a busy office environment• Experience of recruitment processes• Ability to produce high quality documents/letters/communications.• Customer Service skills	<ul style="list-style-type: none">• Previous school experience
Occupational Skills <ul style="list-style-type: none">• Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision• Excellent Interpersonal and communication skills• Problem solving skills• Able to work under pressure and meet tight deadlines• Highly developed organisational skills• High level of literacy and numeracy skills.• Ability to work independently and on own initiative• Ability to cope with change, be flexible and handle uncertainty	
Qualifications <ul style="list-style-type: none">• Educated to GCSE level or equivalent with a minimum of level 5 (Grade C) in English and Maths• Relevant level 3 qualification in Business/Administration or equivalent experience.	<ul style="list-style-type: none">• CIPD Membership

<p>Personal Qualities</p> <ul style="list-style-type: none">• Attention to detail and accuracy• Dependability and reliability• Confidentiality• Ability to prioritise conflicting demands and pressures.• Team player	
<p>Other Requirements</p> <ul style="list-style-type: none">• To be committed to the trust's policy and ethos.• To be committed to Continual Professional Development.• Ability to understand the appropriate relationships and personal boundaries with children and young people.• Enhanced DBS clearance required	