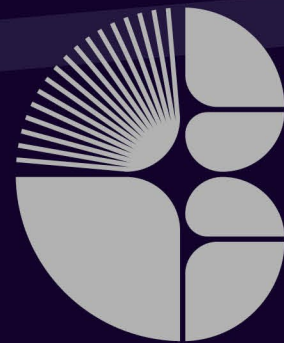


Head of Recruitment

Creative Education Trust

February 2024



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Head of Recruitment at Creative Education Trust.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it

provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:

www.youtube.com/user/creedacad.

Our Director of Human Resources, Victoria Tricarico, would be delighted to discuss this role with you and is available on Victoria.Tricarico@creativeeducationtrust.org.uk

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for an experienced colleague who can work in partnership with our schools to ensure they are well resourced with high quality staff.”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

RECRUITMENT MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

London head office with regular travel to Trust schools throughout England

REPORTING TO

Director of Human Resources

HOURS

Full time, Permanent

SALARY

Up to £58,000 per year

THE ROLE

To work in partnership with schools across Creative Education Trust to ensure that they are well resourced with high quality staff. To establish a strong employer brand and relationships with key external partners. To deliver high quality expert advice on all aspect of attraction, selection and onboarding.

KEY RESPONSIBILITIES

- Ensure that the recruitment of senior leaders (including Principals and headteachers), teachers and support staff across schools is conducted effectively and in accordance with Trust policies.
- Ensure that the recruitment of staff for Head Office (up to and including executive level) is in line with Trust expectations and managed appropriately.
- Provide high-quality advice and support to school leaders and staff on all aspects of the recruitment and selection process. For schools joining the network, manage the recruitment process until it is handed over to be managed locally.
- Train and coach school-based HR staff to ensure that the recruitment of staff is robust and appropriate.
- Deliver an effective search strategy which delivers high quality candidates, including a pipeline of potential internal candidates.
- Support schools in the delivery of a compelling advertising and marketing strategy for candidates at all levels to ensure that the Creative Education Trust employer brand continues to attract high

calibre applicants through press, web sites, and social media.

- Redesign and streamline marketing materials and recruitment and selection materials including recruitment packs, interview tasks and vacancy pages.
- Build long-term partnerships with key external bodies (e.g., universities, education organisations, etc.) for outreach activities and maintaining the Creative Education Trust employer brand.
- Lead on international recruitment.
- Lead on all aspects of Home Office compliance to ensure the retention of the Trust's Tier 2 sponsorship licence, this includes acting as level 1 user and key contact on the sponsor management system; ensuring that all record keeping and reporting requirements are effectively and accurately maintained; and acting as subject matter expert to candidates, the HR team and other members of staff.
- Support schools to deliver a schedule of events to develop a talent pipeline.
- Work with schools to promote the Employee Referral scheme and encourage staff participation in recruitment events.
- Ensure that the Trust has up to date salary benchmarking data across all key roles.
- Manage the Trust's employee benefit platform, including promotion to candidates and existing employees.
- Maintain and develop applicant tracking system (ATS) and ensure its effective use across our network of schools.
- Continuously drive improvement and automation of systems that can streamline processes to improve candidate retention and reporting.
- Negotiate contracts with external providers of systems or tools that the Trust can utilise for staff resourcing e.g., advertising contracts, agency suppliers, etc.
- Provide regular progress reports to Director of Human Resources on talent pipeline, recruitment costs and search activity.
- Ensure that an effective onboarding and Trust induction process is in place for all staff.
- Ensure that mandatory compliance training (ED&I, Cyber security, and modern slavery) takes place for all staff across the Trust.

- Ensure that effective and compliant policy, guidance and templates are in place to ensure best practice recruitment and onboarding activity at the Trust's schools.

 - Ensure that all pre-employment checks are conducted for Head Office staff and that appropriate records are kept.

 - Ensure that all Head Office staff are effectively inducted into their roles and all mandatory training takes place.

 - Undertake strategic projects that have a trust-wide impact including improving recruitment processes and increasing diversity of candidate pipelines.

 - Promote equal opportunities and diversity in recruitment policy and practice.

 - Act as an ambassador for Creative Education Trust to maintain our reputation as an employer of choice and ensure a great candidate experience.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Director of Human Resources.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level or equivalent. 	<ul style="list-style-type: none"> Recruitment related qualification or equivalent. Qualified to use a range of psychometric tests for use in selection. HR qualification.
EXPERIENCE	<ul style="list-style-type: none"> Successful track record of managing end to end recruitment campaigns. Clear ability to 'sell' career opportunities to prospective candidates including those who might not necessarily be looking to change roles through a range of search and outreach activities. Proven track record of developing and implementing effective candidate attraction strategies including for hard to fill roles. Experience recruiting through social media (e.g. LinkedIn). Proven experience of automating and improving all aspects of the recruitment process. Experience in implementing & managing recruitment-related data and reporting. Experience of managing tier 2 Visa sponsorship processes. 	<ul style="list-style-type: none"> In-house recruitment experience. Experience of iTrent and associated modules including web recruitment and onboarding.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of and experience in the education sector. Expert knowledge of best practice pre-employment checks, including right to work. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Drive and enthusiasm for promoting the organisation and sourcing candidates of the highest quality, a natural networker. Ability to make sound judgements and assess potential problems around recruitment and selection strategies and processes. Strong administration skills and the ability to maintain and implement effective systems. Ability to multitask and prioritise competing demands effectively. Ability to write clearly and concisely, to produce and maintain documents and to effectively proof-read material for public distribution. Resilient, motivated and committed to improving standards. Adaptable and able to work with minimum supervision and proactivity. Aligned with Creative Education Trust's high aspirations and high expectations of self and others. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	

SAFEGUARDING	<ul style="list-style-type: none"> An understanding of up-to-date safeguarding requirements and best practice. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Regular travel to the Trusts schools as required. 	<ul style="list-style-type: none"> Driving license and own vehicle.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.