



KINGSWOOD  
BATH

APPOINTMENT OF  
RECRUITMENT  
COORDINATOR

**April 2025**



## HEADMASTER'S WELCOME

Thank you for your interest in joining the Kingswood Foundation. I hope that this pack gives you a sense of the purpose, warmth and ambition that define our school community.

Kingswood is a remarkable place, founded by John Wesley in 1748 with a mission of service, it is now a thriving co-educational boarding and day school in the heart of beautiful Bath. Our distinctive ethos combines academic excellence with a profound commitment to care, inclusion and the individual potential of every pupil and member of staff.

As our new Recruitment Co-ordinator, you will play a vital role in attracting and welcoming talented colleagues to the Foundation. You will help ensure our recruitment processes are professional, engaging and compliant, while contributing to a supportive, positive and progressive People & Culture team.

If you believe in doing good work with integrity and warmth, and thrive in a role that blends detail, responsibility and connection, we would be delighted to hear from you.

Best wishes

A handwritten signature in black ink, appearing to read 'Andrew Gordon-Brown'.

**Andrew Gordon-Brown**



# ABOUT KINGSWOOD

Kingswood School sits proudly on a beautiful 120-acre site in Lansdown, Bath. We are a community of over 1,300 pupils from Nursery through to Sixth Form, supported by over 400 dedicated staff who bring energy and commitment to every area of school life.

Founded by the Methodist preacher John Wesley, Kingswood has always stood for more than just academic achievement. We believe in the power of education to shape character, promote kindness, and equip young people to make a difference in the world.

We are committed to fostering an environment of inclusivity, integrity, and excellence. Our diverse community of staff and pupils brings a wealth of different backgrounds and experiences, and all are welcomed with respect and care.







## THE ROLE

The Recruitment Coordinator at Kingswood School will play a central role in managing the recruitment and onboarding process for both teaching and support staff. With a focus on delivering a smooth and professional experience for candidates, recruitment managers and staff, you will coordinate all stages of the recruitment cycle, from advertising job vacancies to final appointments.

In this role, you will:

### **Coordinate Recruitment Campaigns**

Take responsibility for overseeing recruitment activities across all areas of the school, including teaching, support, and casual staff roles. You will manage the full recruitment cycle from creating engaging job advertisements, posting vacancies, managing candidate queries, to arranging interviews and processing outcomes.

### **Manage Pre-Employment Checks**

Ensure all necessary pre-employment checks are conducted in line with Safer Recruitment guidelines. This includes verifying references, processing DBS applications, and ensuring all compliance-related checks are completed before candidates are appointed.

### **Liaise with Departments for Smooth Onboarding**

You will collaborate closely with various departments, including IT and Payroll, to ensure a seamless onboarding experience for new staff. This includes supporting with induction programmes, issuing contracts, and ensuring all necessary documentation is in place.

### **Support Wider HR Functions**

Beyond recruitment, you will provide support for broader HR administrative tasks, such as assisting with payroll documentation, and providing appropriate cover and support when needed. Your role will also involve ensuring that recruitment processes remain compliant with internal policies and external regulations, supporting the school's readiness for inspections.

This role is critical to ensuring the smooth operation of recruitment processes and compliance with safeguarding and employment regulations at Kingswood School. The postholder may be required to undertake other duties as needed, providing flexibility and support across the People and Culture team.

## THE IDEAL CANDIDATE

We are looking for someone who is highly organised, discreet, and thrives on detail and process. You should be able to manage competing priorities with professionalism and care, while maintaining excellent communication and a welcoming approach.

You will:

- Be educated to A-Level (or equivalent) with a minimum of five GCSEs (including English and Maths at grade C or above)
- Have recent HR administration experience, ideally in a regulated setting, or demonstrate exceptional administrative and organisational abilities, with the aptitude to learn HR processes and systems quickly
- Demonstrate excellent IT literacy, especially with Microsoft Office and database systems
- Be calm, resilient, and adaptable, with strong attention to detail
- Communicate clearly and warmly, with a high level of professionalism and discretion
- Be collaborative and solution-focused, supporting the wider People & Culture team

You will also demonstrate a clear commitment to equality, inclusivity, and the Christian ethos of Kingswood School. You'll value innovation, take pride in improving systems, and be open to continuous learning and development.







## CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

## TERMS AND CONDITIONS

This is a full-time position. Your normal hours of work will be 37 hours a week, throughout the year, from 08:30 to 16:30, Monday to Thursday and from 08:30 to 16:00 on Friday, with 30 minutes unpaid lunch breaks.

A competitive salary is offered, in the region of £30k per annum, depending on qualifications, skills and experience.

The School offers a generous holiday entitlement of 6.6 weeks per year, inclusive of bank holidays and normally closes for a period over Christmas, which may result in additional non-working days.

Kingswood School has high expectations of its staff and, in return, provides a range of valuable benefits. These include opportunities for professional development and training, free meals and refreshments during the working day, and access to leisure and sports facilities such as a swimming pool, gym, and tennis courts. Staff may also benefit from part remission of school fees for their children (subject to eligibility), a stakeholder pension scheme, death in service benefit, and participation in the Cycle to Work scheme. Additional perks include access to an Employee Assistance Programme for confidential advice and support. With a strong sense of community, there are many ways to be involved whether through sport, music or social events.



# APPLICATION PROCESS

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy** including EYFS.

Please email [recruitment@kingswood.bath.sch.uk](mailto:recruitment@kingswood.bath.sch.uk) to request an Application Form or if you have any questions.

**Completed Application Forms should be returned by email.**

Please note that applications will only be accepted from candidates completing the application form in full. Please ensure that there are no gaps in education/employment history. The School is unable to accept CVs in substitution for a completed application form.

**The closing date is Monday, 12 May 2025, midday.**

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*Please note that applications will be considered as they are received and the School reserves the right to appoint at any time in the process. Early applications are therefore encouraged.*

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*As an equal opportunities employer, Kingswood School is committed to the principles of equal opportunity, diversity and inclusion. We seek to attract and retain the very best staff, ensuring that our staff body reflects the diversity of our students and the local community.*





# KINGSWOOD

## BATH

[recruitment@kingswood.bath.sch.uk](mailto:recruitment@kingswood.bath.sch.uk)

[www.kingswood.bath.sch.uk](http://www.kingswood.bath.sch.uk)