



JOB APPLICATION PACK

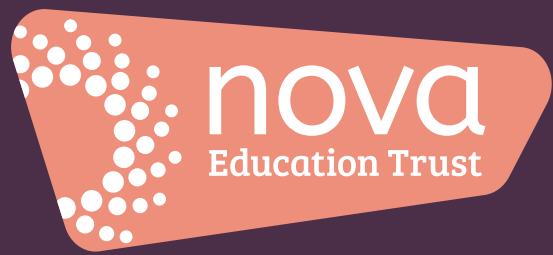
Recruitment Coordinator

Salary: Scale 5 (£28,598 to £31,022 per annum)

Contract: Permanent, full-time, all year round

Closing Date: Monday 13th July 2026 at 9am

Start Date: ASAP



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to wellbeing and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now

have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development and we very much look forward to receiving your application.

Further information can be found at: novaeducationtrust.net/careers.

A. Rahman

Ashfaq Rahman

Chief Executive Officer
Nova Education Trust





About us

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

Our values

We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.



A teal-colored rounded rectangle containing the school motto in white, uppercase letters.

WORK
HARD

BE KIND

Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

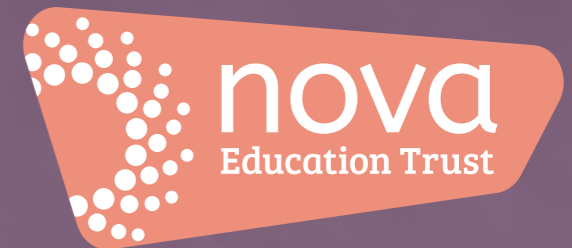
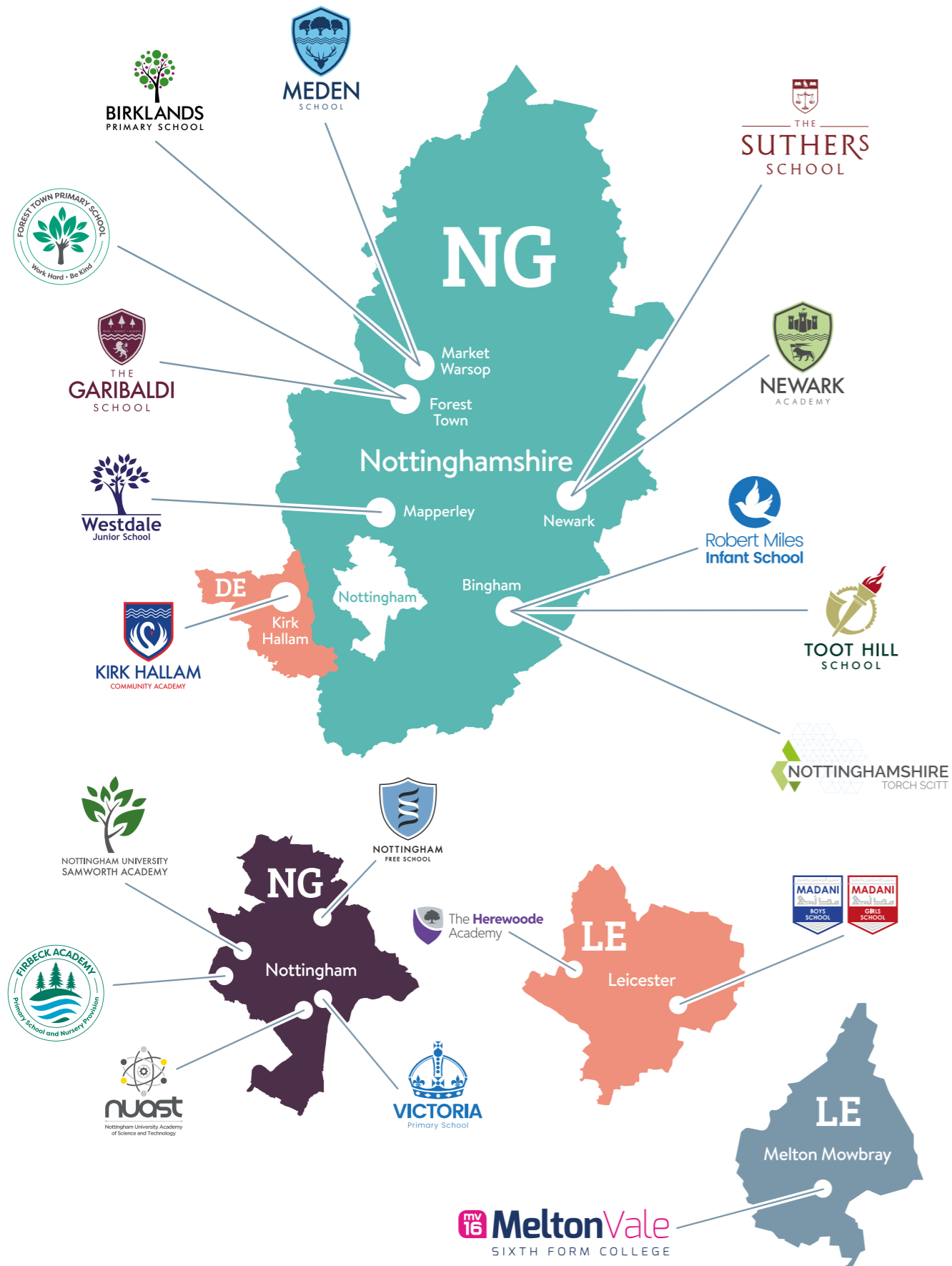
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



Our central team

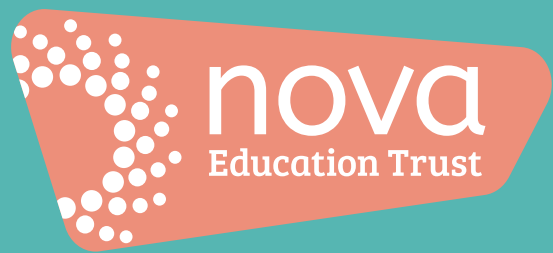
We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools. The Trust Lead Attendance Officer will be based here with our wider support functions.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.



Supporting our staff

We offer an exciting, dynamic and collegiate workplace environment. It is our staff that make a difference to children's lives and so staff development and professional learning for both teaching and non-teaching roles are centre of our strategic planning to make this a certainty.

We believe our staff are the people that 'unlock' our children's potential and make a difference to the lives of children and young people every single day. We have a clear people and talent management strategy, and our overall aim is for all staff to feel that they truly belong to a transformational school and trust.

We commit to:

- **Putting your well-being front and centre**
- **Actively listening to you and recognise your contributions — big or small**
- **Developing you as a highly effective practitioner in the leadership of people — 'coaching, not telling'**
- **Investing in you and provide flexible and easy access to excellent professional development and progression pathways**
- **Providing you with the opportunity to network with talented colleagues from within and outside of the trust as part of our commitment to civic collaboration**

Staff benefits

All our staff have access to 'Nova Perks', an employee benefits system bring a range of fantastic benefits including:

- **Bike scheme**
- **Technology scheme**
- **Motorsave**
- **Lifestyle benefits**
- **Instant discounts**
- **Savings club**
- **Peer-to-peer**
- **Liftshare**
- **Car salary sacrifice**
- **Health cash plan**
- **Gym scheme**
- **Workplace ISAs**
- **Financial planning**
- **Healthy living resource module**
- **Financial education resource module**



In our commitment to continue to support employees to achieve a healthy work-life balance, Nova Education Trust offers employees the opportunity to take up to a maximum of one paid 'Nova Perk Day' per academic year, in addition to the existing standard leave provisions in place. This can be taken for any chosen reason and does not need to have a defined purpose

Staff are entitled to a generous sick pay entitlement depending on their continuous service.

All staff are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

Job description



Post: Recruitment Coordinator

Department/Faculty: People Team

Responsible to: Head of People

Purpose

The post holder will act as a vital member of Nova Education Trust's Central People Team, focusing directly on the rigorous administration and efficient organisation of our trust-wide recruitment and onboarding services. This busy role will support the People Team to ensure all vacancy and placement pipelines run seamlessly across our cross-phase family of 17 academies.

Central to this role is championing an exceptional candidate journey which is fully compliant in line with Safer Recruitment requirements. You will serve as a warm, professional, and helpful first point of contact for applicants and new starters, so that from point of application every individual experiences a true sense of belonging within the Nova family.

Key responsibilities

Recruitment

- Act as the primary liaison for schools wishing to advertise vacancies once approved.
- Assist managers and school leaders with all incoming queries regarding recruitment and team processes that are received through email, phone, MS Teams, and face-to-face.
- Oversee the recruitment email inbox, dealing with all queries or passing to other members of the team / trust as appropriate.
- Work with school leaders to draft compelling job adverts and descriptions.
- Manage vacancy postings with external systems and agencies to attract the highest calibre of talent to the trust.
- Assist Recruiting Managers in schools on any aspect of the interview process as required and assist with chasing pre-employment checks.
- Respond warmly and efficiently to external applicant queries, acting as an ambassador for Nova's vision, values, and our sector-leading employee offerings like Nova Perks.

Onboarding

- Secure pre-employment checks strictly in line with the *Keeping Children Safe in Education* guidelines. This includes coordinating references, DBS checks, overseas checks, right to work, qualifications checks, and occupational health.
- Track clearances on the dashboard and maintain open communication with candidates and School Business Managers.
- Manage the applicant tracking system and onboarding dashboard ensuring vacancies and applicants are progressed through the system in a precise and timely manner.
- Draft and issue accurate offer letters, new starter appointment paperwork, and employment contracts for successful candidates.

Systems and Administration

- Update and maintain the integrated HR/Payroll live databases (such as iTrent and our internal dashboard).
- Work in tandem with the People & Payroll Systems Lead to perform monthly updates for new starters, ensuring total payroll accuracy.
- Run regular recruitment and onboarding status tracking reports for the Head of People and People Business Partners.



General Admin Support

- Provide high-quality administrative assistance to the People Team during formal employee relations processes. This includes drafting official invite and outcome letters with high precision, as well as attending and taking accurate notes during disciplinary, grievance, and capability meetings or hearings.
- Provide essential, proactive support to the People & Payroll Systems Lead during peak processing windows, assisting with data validation and system updates to ensure trust-wide payroll accuracy each month
- Handle general administrative tasks (e.g. managing the Central Services ticketing system and email inboxes) while stepping in to support colleagues during peak times to maintain a collaborative, connected environment.

Person specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good Standard of Education. NVQ3 or equivalent experience 	
Knowledge & Experience	<ul style="list-style-type: none"> • Previous recruitment experience or an understanding of the end to end recruitment lifecycle (from vacancy creation to on-boarding) • Working within an office environment • Experience of working with office systems and procedures • Experience of working in a customer service environment • Previous experience of Safer Recruitment compliance • Experience of taking minutes at formal meetings 	<ul style="list-style-type: none"> • Previous experience of using itrent/ MHR • Experience of taking minutes at formal meetings • Experience of working within a HR team Previous experience of working in a school setting.
Skills	<ul style="list-style-type: none"> • Excellent communication skills – verbal and written • Excellent organisation skills • Ability to prioritise effectively at all times • High level of accuracy and precision, when updating records, drafting letters and contracts • Highly proficient in use of Microsoft packages 	<ul style="list-style-type: none"> • Use of AI to support increased efficiency in administration processes
Personal qualities	<ul style="list-style-type: none"> • Ability to work under pressure and to deadlines • Flexible and adaptable • Ability to use initiative and work unsupervised • Ability to respond to customer queries/concerns effectively • Team player • Excellent interpersonal skills 	

Application details



Application forms

These can be accessed from our website www.novaeducationtrust.net. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at www.novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Monday 13th July 2026 at 9am.**

Interview

Interviews will take place on **Friday 17th July 2026**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nova Education Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

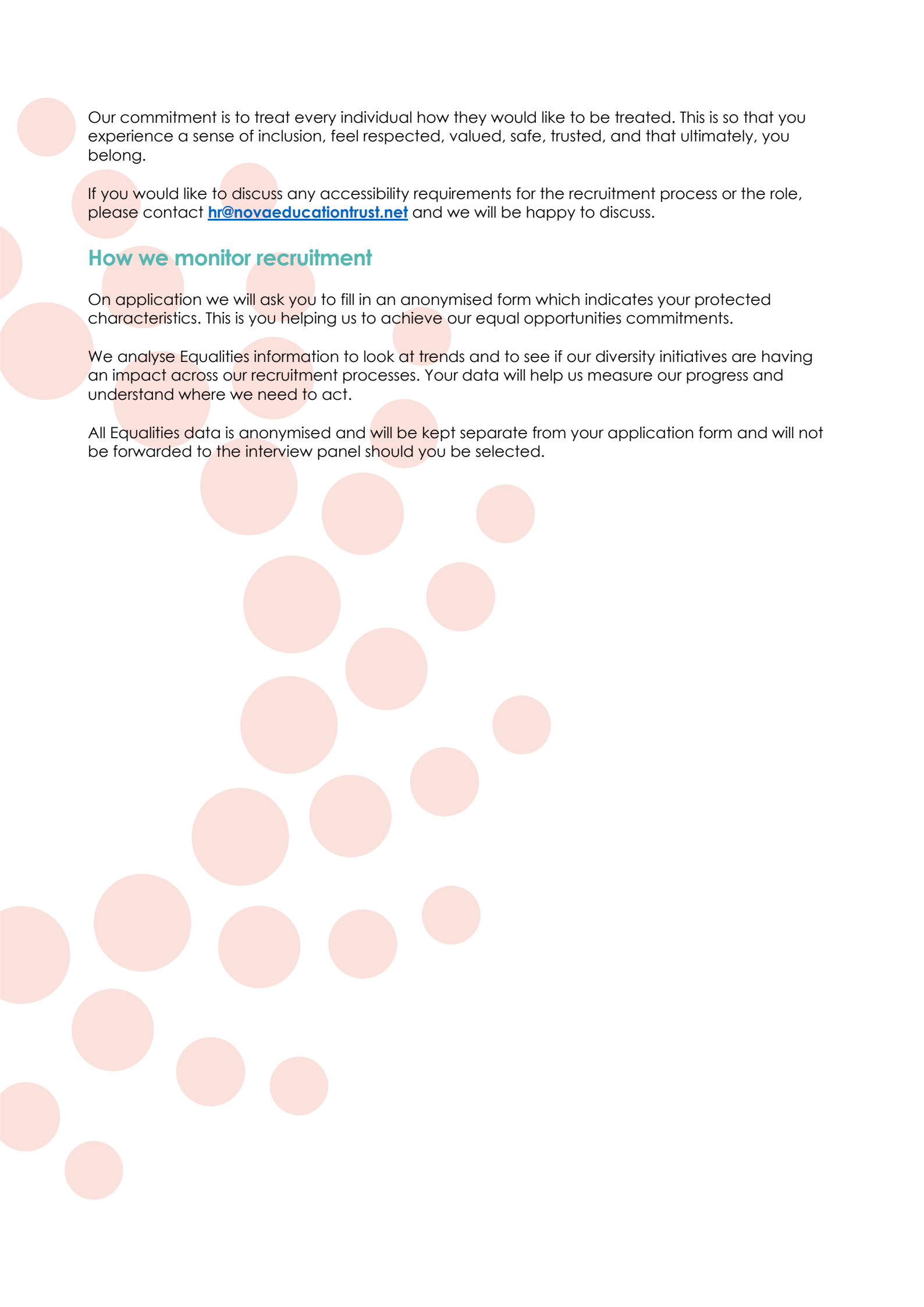
According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.



Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact hr@novaeducationtrust.net and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Nova Education Trust

C09-C11
The Sir Colin Campbell Building
University of Nottingham Innovation Park
Triumph Road
Nottingham
NG7 2TU

0115 807 7777

contact@novaeducationtrust.net
www.novaeducationtrust.net