



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIOCESE of SALFORD

Recruitment Manager

Applicant Information Pack



MAKE CHRIST *known*;
MAKING LIVES *better*



Welcome from the CEO

On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Recruitment Manager.

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise sixteen schools: thirteen primary and three secondary. By the end of the calendar year we expect to have a further secondary school join us on our journey. Over the coming months and years, and as part of Bishop John Arnold's vision for his Diocese, more Catholic schools will join us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents, that we make a difference to all our children and young people, regardless of their location.

We have worked incredibly hard to align our organisation into four critical functions, finance, information, performance and operations. We are now seeking an individual to join our performance function and continue to support and challenge our school leaders to further improve outcomes for all our pupils.

This is a role with great scope and great potential, our children and young people cannot learn, progress and be successful if they are not receiving well designed curricular, excellent teaching and effective assessment. I would suggest all potential candidates take some time to review our Trust website, so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Chris Foley".

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

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Our curriculum principles:

- Our Curriculum must be grounded in the Gospel and give our children and young people the skills and determination to make Christ known and transform society. It must provide opportunities for worship and celebration.
- Our Curriculum must nourish the whole person and deliver for all the opportunity that will make lives better.
- As a Catholic school 10% of curriculum time (scheduled/timetabled teaching time) must be devoted to the teaching of Religious Education. This must follow the expectations as laid out in the Religious Education Curriculum Directory.
- Our Catholic schools must fulfil statutory responsibilities to deliver RSE, PSHE and other provision, such as the Prevent duties.
- Our Catholic schools must deliver a curriculum that is at the very least as ambitious as the National Curriculum and ensure that pupils across the key stages receive provision they are entitled to in all subjects.
- Our Catholic schools' Curriculum Intents must be designed with the local context, and the community they serve in mind.
- Our Catholic schools must share their curriculum thinking, planning and development to benefit all children and young people who are educated across STOC.



About the role

Thank you for your interest in joining St Teresa of Calcutta Catholic Academy Trust (STOCAT). As we continue to expand, we remain committed to our mission of "Making Christ Known" and are dedicated to the work of transforming lives and communities through the power of education.

St Teresa of Calcutta Catholic Academy Trust (STOC) is seeking to appoint a Recruitment Manager.

The purpose of this role is to provide a proactive and effective Trust-wide recruitment service. You will also support the development of the Trust's recruitment strategy and policy and ensure compliance with Safer Recruitment requirements across the Trust. The successful person will be responsible for end to end recruitment processes across the Trust, including the management of recruitment and onboarding activities within our in-house iTrent Recruitment and HR Information System. The role will initially be a stand-alone recruitment position within the HR team with administrative support, but as the Trust grows, you will be responsible for developing and managing a Trust recruitment team.

We invite you to join us on this journey and help us continue our mission of improving lives and fulfilling our promise to make Christ's love known in all that we do. If you share our vision and possess the experience and drive to make a lasting impact, we would be delighted to consider your application.





We are looking for an experienced, versatile individual who has a passion for recruitment and delivering excellent customer service. We have recently undergone an intensive period of change having introduced our new in-house iTrent HRIS with integrated recruitment solution. You would be an integral influence in developing and improving our recruitment offer to our schools and Central Team. If you think you would be interested in knowing a bit more about this role, please contact Recruitment at recruitment@stoccat.org.uk . If you think this may be the role for you, we look forward to receiving an application from you.

We can offer:

- A chance to join a progressive and innovative Performance team.
- The opportunity to influence school improvement across multiple Catholic secondary schools within our Trust.
- A caring and engaged community of stakeholders.
- Strong support from our Central Team and Trust Board, committed to your success.
- Professional and spiritual development opportunities supported by the Trust and the Diocese.
- Access to robust collaborative networks at the local and borough levels.
- Employer contributions to the Teachers Pension Scheme.



Job Description

Post:	Recruitment Manager
Pay Scale:	Grade 9-11 SCP 34 - 50
Responsible to:	Head of HR
Main Location:	Head Office

Purpose of the Role

- To deliver a proactive, effective and efficient Trust-wide recruitment service.
- To support the development of the Trust's Recruitment Strategy
- To be responsible for the drafting of and regular review of the Trust's Safer Recruitment Policy and other recruitment policies and guidance
- To adhere to safer recruitment requirements and best practice and ensure the Trust is compliant.
- To develop training materials and deliver training and coaching to improve the skills and ability of recruiting managers across the Trust.
- To develop and manage the Trust Recruitment Team

Main Duties

- Lead on the management of recruitment workflow and processes within the HRIS iTrent system throughout the recruitment cycle, including internal transfers and secondments.
- Undertake end to end recruitment and onboarding activities including pre-employment checks for all new recruits.
- Ensure accurate offer letters and employment contracts are issued in a timely manner to new recruits.
- Be an active participant in Central Team recruitment activity, including executive recruitment and leadership roles across the Trust.
- Provide proactive and on demand support and coaching to recruiting managers across the Trust ensuring full compliance with the Trust's recruitment policies.
- Develop innovative methods for attracting candidates working with our local communities.
- Contribute to the ongoing development and delivery of our recruitment strategy, including development of the employer brand, attraction methods and materials, assessment and interview methods and selection criteria.
- Develop training and materials to improve the skills and ability of the staff across the Trust schools in relation to recruitment. Ensure consistency, adherence to safer recruitment, equality legislation and merit based decision making and a first class candidate experience.
- Maintain awareness of current employment and other legislation and developments within the education sector and wider, affecting recruitment. Ensure changes are made to the current policies and procedures and applied across the Trust.
- Provide advice to line managers in effective recruitment methods developing their capability and confidence.
- Support the ongoing development of the HRIS iTrent and act as a Superuser and point of contact for schools in regard to recruitment.
- Review and assess the Recruitment metrics data provided by iTrent making recommendations for action and improvement as required.
- Undertake ad hoc projects as directed and contribute to relevant Trust-wide working groups.
- Liaise with and build relationships with Education trade union representatives.
- Seek at all times to be effective and efficient and to enhance the quality of the overall service of the Trust HR Team.
- Develop and manage the Trust Recruitment Team.



Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to others through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at work and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participation in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.



Person Specification

Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application

	Essential / desirable	Evidence
Qualifications		
CIPD qualified to level 7	E	A/C
Chartered membership of the Chartered Institute of Personnel & Development or equivalent	E	A/C
Evidence of continuous professional development	E	A/I
Educated to degree level in Human Resources or equivalent knowledge acquired through experience	D	A/I
Knowledge & Experience		
Experience of working at a senior level in an HR environment in a medium/large, complex organisation	E	A/I
Experience of undertaking end to end high volume recruitment activity	E	A/I
Extensive experience of developing and delivering customer focused recruitment policies and guidance working in close partnership with Senior Leaders, managers and trade unions	E	A/I
Experience of designing and delivering recruitment training	D	A/I
Experience of using an HRIS for recruitment activities and using meaningful data to inform decision making and strategic thinking	E	A/I
Knowledge of HR best practice, employment law, current thinking and developments in recruitment and selection policy and practice.	E	A/I
Experience of developing an employer brand for recruitment purposes	D	A/I
Experience of creating and developing an attraction strategy for difficult to fill posts	D	A/I
Experience of working in HR within the primary and secondary education sector	D	A/I
Knowledge of the key national conditions of service and terms and conditions that pertain to employees within schools	D	A/I
Knowledge of safer recruitment requirements	E	A/I
Technical Skills & Ability		
Ability to use iTrent or other HRIS for recruitment	E	A/I
The ability to work autonomously, leading on recruitment project work across the Trust	E	A/I
Ability to coach and mentor colleagues and senior managers	E	A/I/R
Excellent oral and written communication skills, with an ability to explain complex and contentious information clearly and concisely in a manner appropriate to the audience	E	A/I/R
Ability to line manage HR colleagues and support their development and manage effective performance	E	A/I
Ability to work with a high level of personal integrity, with proven experience of handling sensitive situations with tact	E	A/I



and diplomacy and with complete respect for confidentiality		
Ability to cope with volume and complexity in a busy office environment	E	A/I
Demonstrable administrative and organisational skills	E	A/I
Highly effective interpersonal skills	E	A/I
Ability to collaborate with colleagues across the Trust and externally.	E	A/I
Ability to build personal credibility by demonstrating the Trust's values, building trust with stakeholders within the Trust and proactively contributing to organisational success	E	A/I
Ability to work with competing priorities and tight deadlines	E	A/I
Ability to create, develop and improve recruitment processes	E	A/I
Special working conditions		
Willingness and ability to work at different sites	E	I
Full driving licence and access to own car with business insurance	D	A/I/C
Personal characteristics		
Excellent written and verbal communication skills	E	A/I
Demonstrable administrative and organisational skills	E	A/I/R
Good people skills, including a welcoming and engaging manner	E	A/I/R



How to apply

The closing date for this position is: 25th November 2024

Interviews will be held on: December 2nd 2024

Applicants are strongly encouraged to arrange a conversation with the Chief Performance Officer-Secondary and visit the central office to discuss this role.

Initial contact should be made by email to admin@stoccat.org.uk.

St Teresa of Calcutta is committed to the safeguarding and promotion of the welfare of all children and young people in our care and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

