



GREENSHAW
LEARNING TRUST

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RECRUITMENT PACK

Greenshaw Learning Trust,
ORU Sutton,
Throwley Way,
Sutton,
SM1 4AF



Telephone: 020 3988 0218

Dear Candidate

Thank you for your interest in the role of Recruitment Marketing Officer for Greenshaw Learning Trust (GLT). The Recruitment Marketing Officer will manage the recruitment and onboarding cycle, promoting the vision, values and culture of Greenshaw Learning Trust whilst ensuring that safer recruitment practices are followed.

We are looking for someone who has experience working within recruitment and is familiar with liaising with both candidates and hiring managers as well as various recruitment platforms. A background or experience in Marketing / Recruitment Marketing would be an advantage to enable us to strengthen our employee value proposition.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at recruitment@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



ABOUT OUR DEPARTMENT

The HR shared service team currently consists of a Director of People, a Head of HR, a Recruitment Marketing Manager, 4 Regional HR Partners, and a HR Systems Manager. Each GLT school is supported by a designated HR Lead.

Director of People

The Director of People brings a strategic focus to HR, building its capacity to deliver organisational objectives. They support the Head of HR to focus on operational excellence whilst further developing Greenshaw Learning Trust's HR policies and people related strategies as more schools join the Trust.

Head of HR

The Head of HR is responsible for the overall operational management and delivery of HR and people practice across GLT. Also responsible for line management of regional HR partners and the overall HR team

HR Systems Manager

The HR Systems Manager is responsible for the management and maintenance of the Trust's HR database. This includes maintaining all data, ensuring data is managed confidentially and in accordance with DfE regulations. They add new schools to the database when they join and are responsible for the management of the Trust's self-service portal.

The HR Systems Manager is also responsible for a number of The Shared Services HR tasks, including payroll, updating the SCR, producing contract variation letters, recording all types of leave and processing any resignations.

Regional HR Partners

The Regional HR Partners are the first port of call for schools – providing strategic and professional advice on all HR/ER related casework, payroll, pensions and recruitment.

They also:

- Lead and attend formal HR casework meetings (absence, disciplinary, capability etc) and support with the implementation of joining and new schools.
- Support the Head of HR with strategic HR project work and support the HR Systems Manager with the management of the GLT HR database and self-service portal.
- Develop and coordinate strategic reporting systems using the GLT database to improve efficiencies and reduce bottom line figures across the Trust.
- Support, guide and develop school HR leads.

Recruitment Team

The Recruitment Marketing Manager and Recruitment Marketing Officer are responsible for the development and management of recruitment activity across GLT, ensuring that the Trust is best placed to attract, retain and develop talent within our schools and The Shared Services. They are responsible for the full recruitment and onboarding cycle, managing all vacancies and recruitment support whilst ensuring that safer recruitment practices are followed, from the point a vacancy is identified up until an individual's first day.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 18-22, £31,357 - £33,699 per annum FTE. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

Between 25 - 36 hours per week, all year round. This role allows for flexibility including the option of working remotely.

PLACE OF WORK

The successful candidate will be based in the Gloucester region or work from home in accordance with the GLT Hybrid Working Model. Travel to the GLT schools may be required from time to time to supplement virtual meetings.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 24 days plus 2 extra-statutory days (FTE)

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Recruitment Officer
Responsible to:	Recruitment Marketing Manager
Responsible for:	n/a

ROLE OVERVIEW

The Recruitment Marketing Officer will administer the recruitment and onboarding cycle for shared services and senior leadership, promoting the vision, values and culture of Greenshaw Learning Trust whilst ensuring that safer recruitment practices are followed.

This role will also work with the Recruitment Marketing Manager to promote GLT as an employer of choice through recruitment marketing activities.

MAIN DUTIES AND RESPONSIBILITIES - RECRUITMENT

- Compiling and updating advertisements, recruitment packs, job descriptions and person specifications
- Adding vacancies to the in-house recruitment portal accurately and keeping the Recruitment Tracker up to date
- Placing adverts on various platforms such as Eteach, Indeed, TES, Gov.uk, Linked In and social media
- Managing the recruitment inbox and responding to queries in a timely manner
- Maintaining the in-house recruitment portal and applicant tracking system ensuring data is accurate
- Preparing and collating shortlisting grids, interview questions and skills assessments for the interview panel
- Compiling and sending new starter documentation to the successful candidates via the recruitment system and ensure a high quality onboarding experience
- Maintaining the new starter checklist and ensuring it is up to date
- Undertaking all pre-employment safer recruitment checks including references, pre-employment medical and DBS and maintain onboarding employee files
- Supporting managers with the induction process ensuring all new starters receive a core induction experience
- Work closely with the Recruitment Marketing Manager to develop Recruitment data reporting metrics, market trends and workforce information
- Support projects and initiatives that add value, enhance efficiency, reduce cost, and improve recruitment processes

- Support the HR Shared Service to deliver an effective and efficient service across GLT where required under direction of the Recruitment Marketing Manager

RECRUITMENT MARKETING

- Contribute to the planning and execution of data-informed recruitment marketing campaigns.
- Work cross-functionally with Comms to support the delivery of compelling content and storytelling across channels.
- Play an active role in developing recruitment marketing toolkits and lead efforts to ensure their consistent adoption across the business, enhancing brand visibility and candidate engagement.
- Stay updated on industry trends and social media recruitment best practices to refine our talent acquisition strategies.
- Promote Greenshaw Learning Trust and our schools as an employer of choice by showcasing organisational culture, values, and career opportunities through various channels.
- Supporting recruitment campaigns across LinkedIn, Indeed and other media channels
- Help create and update resources and guidance to ensure a consistent candidate experience and brand message across shared service and all schools.
- Manage and grow our presence on on key social media platforms (including Glassdoor profile)

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
CIPD Level 3-5		x
Willingness to undertake a CIPD qualification		x
Knowledge of Safer recruitment legislation and Keeping Children Safe in Education (KCSIE)		x
Relevant recruitment marketing training / qualifications		x
Skills and experience		
Demonstrable experience in a recruitment role	x	
A solid understanding of various recruitment sources and platforms such as Indeed, LinkedIn, Glassdoor and job boards	x	
Strong understanding of social media platforms and their usage in a recruitment context	x	
Experience in employer branding in the context of recruitment marketing and utilising AI-powered tools and emerging media platforms (e.g., TikTok, podcasts, employee-generated content) to reach and engage diverse talent pools		x
Familiarity with applicant tracking systems and recruitment software	x	
Experience of working in the Education sector and/or a Multi Academy Trust		x
Experience creating or managing recruitment marketing toolkits, with a focus on driving consistent adoption across teams		x
Experience of using a HR information System		x
Proficient in the use of a range of computer software, including MS Office and Google suite applications.	x	
Attention to detail and editing skills to ensure that material published on behalf of the Trust meets its high standards	x	
Strong organisational skills and the ability to handle multiple recruitment processes simultaneously	x	
Personal attributes		

Ability to establish positive relationships and work collaboratively across teams	x	
Ability to use initiative, prioritise, meet deadlines whilst maintaining accuracy and rigour.	x	
Have a people centred approach	x	
A proactive, positive, and driven approach to achieving goals.	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 14th September 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after shortlisting. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you will be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



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