

RECRUITMENT PACK

RECRUITMENT OFFICER

Abbey School

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Welcome from the Principal

Welcome and thank you for your interest in Abbey School.

Our Independent day and residential school provides a unique environment of high-quality, evidence-informed education, nurture and care to young people aged 4-19 with autism whom may have additional learning difficulties and behaviours that challenge. We offer a comprehensive programme of support which ensures that all of our pupils' individual needs are met through highly personalised learning.

We are privileged to benefit from a truly wonderful location. Our school is housed in stunning Grade II* listed buildings, part of historic Abbey Square in the heart of the beautiful city of Chester. Our fantastic team of architects have designed a well-equipped and high-tech learning environment for us, whilst maintaining the beauty of the buildings and surroundings for our pupils to enjoy. We make full use of our environment and location with a creatively designed curriculum that includes focused learning and enrichment activities that support wellbeing. This enables all of our young people to experience growth, development and success.

Our highly skilled and specialist staff team includes teachers, learning and behaviour specialists, speech and language therapists and occupational therapists. This trans-disciplinary focus ensures that each pupil's individual needs are understood, accurately planned for and closely monitored as part of day-to-day school practice.

I am extremely proud to be the Principal of Abbey School, a place where pupil-centred practice is the norm and where the voice of the young people we support and their families is central to all that we do. It really is a very special place to work and learn.

Yours sincerely

Dr. Katy Lee



About our School

Abbey School is an Independent Day and Residential Special School for young people aged 4-19 years with autism whom may have additional learning difficulties and behaviours that challenge. We provide high-quality education and care in our beautiful Grade II* listed buildings in the heart of Chester. All young people attending Abbey School have an Education, Health and Care Plan (EHCP) with school places commissioned and funded via local authorities. Weekly, half termly or termly residential school places are available for young people who would benefit from a waking day curriculum. We work in close partnership with families and carers with support, information sharing and workshop opportunities available throughout the academic year.

Abbey School is aspirational for all of the young people that we support. This aspiration is captured in our vision, mission and values which are central to all that we do at Abbey School.

Vision

Our vision is that all children with exceptional needs receive a meaningful and fulfilling education that enables them to make their own choices about the direction of their adult lives.

Mission

Abbey School exists to provide the best education possible for young people with exceptional needs.

Values

- Special educational needs and/or disability should not be a barrier to a valued lifestyle.
- Every pupil is a unique individual with potential.
- All children and young people without exception are entitled to access the best education and support available.
- Best practices in education are evidence-based.
 - Teaching and learning decisions should be evidence-driven.
 - Clear goals make data-based decisions more numerous and effective.
 - Education is for everyone and for the whole of a person's life.
 - Learning is enabling, empowering and extends the boundaries of autonomy.
 - If a pupil is not learning, it is the teaching that needs to change – the learner is always right.
 - The pupil voice should be heard and respected.



Every decision we make is framed in the context of the Abbey School BAGS model.

B – Belonging and connection – being part of a community and having a network of valued relationships.

A – Autonomy and control – having influence over day-to-day and life defining matters.

G – Gifts and talents – doing even better the things that are done really well, and learning to do things that are important but may not be done at all.

S – Speaking, listening and a sense of self – communicating effectively in a variety of ways, and having an identity that defines who I really want to be.



Job Description & Person Specification

Job Title	Recruitment Officer	Employer	Abbey School
Salary	£22,050 to £23,898 per annum (points 9 – 13)	Reporting to	Office Manager School Business Manager
Working Hours	37.5 hours per week all year round 8:00am – 4:00pm, Mon to Fri with 30-minute unpaid break There may be some flexibility around hours which can be discussed at interview	Annual Leave	20 days plus bank holidays (rising to 25 days after 5 years continuous service) to be taken during school holiday periods ensuring all-year round school office cover with the administrative team

Role Purpose

This role will lead all operational aspects of the hiring process into the school, in accordance with the school's Safer Recruitment Policy, and legal requirements.

Main Responsibilities and Role

Recruitment

- Responsible for the fulfillment of all operational aspects of the recruitment and selection process within the school, in line with the school's Safer Recruitment Policy, including, but without limitation:
 - Advertise vacancies directly, or liaise with external recruitment agencies as required
 - Prepare and issue applicant information packs
 - Coordinate and track candidates through the selection process, getting involved with the selection processes as required, alongside the Hiring Manager, including providing support through the shortlisting and interview stages
 - Verify all documents and scan/save to the appropriate folder
 - Undertake and document verification of all pre-employment checks, as well as obtaining verification that agencies have completed necessary checks.
 - Delete retained candidate information in line with the school's Safer Recruitment Policy
 - Work with HR to ensure the Single Central Record is organised and up to date
 - Complete DBS checks via external company for all new staff where required
- Always represent the school in a professional manner and ensure a positive candidate experience
- Adhere to safer recruitment guidelines, and keep updated, with the latest version of Keeping Children Safe in Education
- Look for ways to devise, develop and implement continuous improvement to processes
- Managing staffing requirements including forward planning e.g., using agency supply if needed.



Administration

- Undertake general office duties including:
 - Answering the telephone during periods of staff absence
 - Dealing with general queries
 - Ensure the security of the school by signing visitors in and out of the school, issuing visitor lanyards and alerting the correct staff
 - Providing a professional and warm welcome to all parents and visitors into the school
- Any other duties in accordance with the grading of the post and at the reasonable request of the Office Manager and Senior Leadership Team

Professional Development

- Commitment to developing a clear knowledge of the Abbey School Model (ASM) and the evidence-based approaches that underpin it.
- To take a full and active part in professional development activities.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.

Common Accountabilities and Dimensions within all Roles

- To demonstrate the vision and values of Abbey School in everyday practice, upholding the school's ethos at all times.
- To actively contribute to the culture of Abbey School as a learning organisation
- To be responsible for ensuring that your own practice is consistent with Abbey School policies and procedures.
- To be responsible for your own effective professional communication, orally and in writing, to the right people at the right time.
- To be responsible for ensuring that your own responsibilities and accountabilities are clearly defined and understood and for managing your work and working proactively with your manager to that end.
- To uphold Abbey School policies to protect and safeguard pupils and adults at risk in order to secure their health, safety and wellbeing.
- To be responsible for ensuring that personal use of resources is efficient and effective and actively upholds Abbey School's policies.
- To assume personal responsibility for implementing the school's policy on Equal Opportunities and inclusion for all staff and pupils.
- To support the Senior Leadership Team in managing and organising the school efficiently and effectively to ensure it meets the needs of all site users, including pupils, staff, parents and visitors and supports effective teaching, learning and support.

General

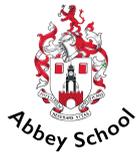
- To undertake any task in line with requirements of the role under the direction of the Office Manager and Senior Leadership Team.

This role will involve obtaining an Enhanced DBS with children's barred list checks.



Person Specification

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> GCSEs in Maths and English at Grade C and above Excellent grammar and spelling 	<ul style="list-style-type: none"> Safer recruitment trained
Experience	<ul style="list-style-type: none"> Strong IT skills and a confident user of Microsoft applications and different software Experience of working in an office Understanding of safer recruitment requirements 	<ul style="list-style-type: none"> Experience of working within an educational setting Experience of recruiting processes
Skills & Knowledge	<ul style="list-style-type: none"> Understanding the need for confidentiality and discretion when working in a school office Ability to work under own initiative and prioritise workload efficiently Effective communication and interpersonal skills with colleagues and candidates Flexible attitude to work and adaptable to the needs of the school Absolute attention to detail Ability to work calmly and efficiently under pressure in a busy environment Organised and has excellent time management skills 	<ul style="list-style-type: none"> Thorough knowledge of the legislation and guidance governing safer recruitment in schools Willing to undergo training
Personal Qualities	<ul style="list-style-type: none"> Demonstrates a personal commitment to safeguarding and promoting the welfare of children and young people Holds high aspirations for recruiting suitable staff to work within the school Can work on own initiative and work to deadlines Holds high aspirations for children and young people with complex needs and is passionate about providing learning opportunities for them A commitment to gaining a clear knowledge of the Abbey School Model 	



	<ul style="list-style-type: none">• Good understanding of data protection principles, confidentiality and equal opportunities.• Able to work alone but also able to work well in a team	
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Benefits

- Competitive salary
- Suite of staff benefits including pension scheme
- Technology appropriate for your job
- Comprehensive staff training programme
- Access to WeCare which is a 24/7 online GP, mental health support service, get fit programme and much more.
- Access to MediCash program for wellbeing benefits
- The opportunity to shape and improve the life chances of pupils with a disability, and in so doing, extend the prospect of an improved quality of life for family members and others



How to Apply

If you feel like you have the right qualities to join our exciting, innovative and exceptional school then please complete the school application form with a letter addressed to the Principal. Please ensure that you provide details of your skills and experience necessary for this particular position in your letter or personal statement. Application forms and letters can be emailed to recruitment@abbeyschool.com, or sent by post to Abbey School, 10-11 Abbey Square, Chester, CH1 2HU.

Deadline to apply

Completed application forms must be received as soon as possible.

Interview

Interview dates: to be confirmed

Selection methods will be objective, promote equality of opportunity and guard against bias in line with the Equality and Diversity policy. The School will shortlist applicants based on the relevance and applicability of their professional attributes and personal qualities specified by the role. Essential and desirable qualities are published in the Person Specification for this role.

The School will complete an online search for all shortlisted candidates. If any incidents or issues have happened that are publicly available online, the school may wish to explore this at interview.

The interview process will consist of a formal panel interview and a tour of the school.

Start Date: as soon as possible

Safeguarding Statement

Abbey School is committed to safeguarding and promoting the welfare and safety of all pupils and expects all staff and volunteers to share this commitment.

Child safer recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure with barred list checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion/belief, or sexual orientation.



Working in Chester

Abbey School is situated in the beautiful surroundings of Abbey Square, located in the heart of historic Chester.

Chester has often been ranked as one of the best places to live in the UK with many good schools, thriving suburbs, a vibrant independent restaurant scene and new, award-winning cultural centre Storyhouse. It has good rail and motorway connections to major cities and the coast.

Chester is suitable for families and singles or couples with a good choice of city-centre accommodation and villages or suburbs within close commuting distance. To find an Estate Agent for sales or lettings in Chester visit [Best Estate Agent Guide](#) .For further information about living in Chester, please visit the [Tourist Information website](#) .

How to Find Us

We are located in [Abbey Square](#) next to Chester Cathedral, off Northgate Street.

By Public Transport

We promote sustainable travel and recommend that public transport is used where possible. Chester train station is a 5-10 minute walk away and is served by the following rail companies [Merseyrail](#), [Avanti West Coast](#), [Transport for Wales](#) and [Northern Rail](#). For Park and Ride information visit the [Cheshire West and Chester council](#) information page.

Parking

Visit the [tourist information site](#) for details of city centre car parks.

