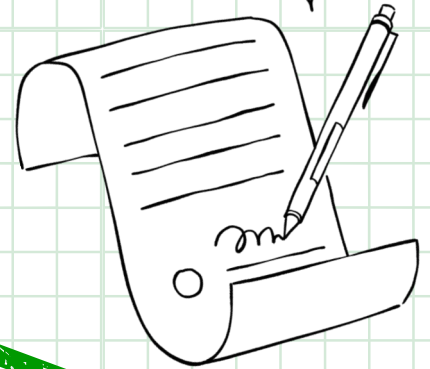
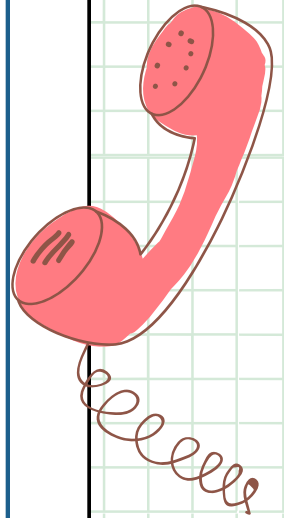
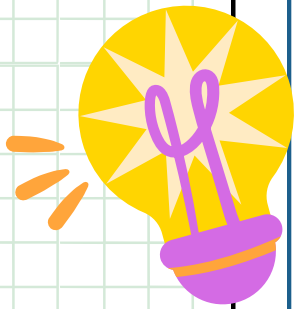


Wootton  
Academy Trust

# HR AND RECRUITMENT COORDINATOR

*Job Pack*



# Welcome

## from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of HR & Recruitment Coordinator at Wootton Academy Trust.

We are at an incredibly exciting time in our development. This September, Wootton Upper School will become Wootton Academy, a Year 7 – 11 secondary and grow from 850 to 1150 students. In addition, our popular and oversubscribed sixth form Kimberley College will also change as it focuses on getting students into the country's top universities and degree apprenticeships. The opportunities that come from this are huge, and we need to grow our staff body in key subjects as a result.

Both settings have been inspected in recent times and found to be “Good” across the board – Wootton in November 2024, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the wider community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We'd love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lehain  
Executive Headteacher

# About WAT

## TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.



*"The pursuit of excellence underpins everything we do"*



Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

# HR department

At our trust, people come first – and our HR team is here to make sure every staff member feels supported, valued, and ready to thrive. We believe that when our teachers and support staff are happy and cared for, our students benefit most.

## Meet Your HR Team:

Our HR department is made up of a HR Manager and HR & Recruitment Coordinator who are here to help staff with everything from joining our trust community to growing their career. Whether they have a question about benefits, need support with a workplace concern, or just want to talk about opportunities to develop their skills, we're here to listen and guide them.

## How We Support Staff:

- Welcoming New Staff – We love helping new team members feel right at home.
- Employee Support – From payroll to policies, we're your go-to for questions and guidance.
- Positive Workplace Culture – We work to make sure our school is a safe, inclusive, and encouraging place to work.

## Our Goal:

To create a workplace where every teacher, support staff member, and administrator feels appreciated, supported, and empowered to do their best work – because they are the heart of Wootton Academy Trust.

# Key Facts

	 <b>Wootton Upper School</b>	 <b>Kimberley Sixth Form</b>
Last Ofsted	Nov 24	May 23
Ofsted Judgement	Good in all areas	Good
PAN	297 students 10 forms of entry	350 students (2024)
Year Established	1975	2013
Type of School	Converter Academy part of Academy Trust	Sixth Form Free School part of Academy Trust
Age Range	13-16	16-19
Number of Students on Roll	875 (rising to 1150 in September 2026)	750
Number of Students in Sixth Form	N/A	As above
% of SEND Students	16%	6%
% of EAL Students	7%	18%
% FSM Students	18%	7%
% of Pupil Premium Students	21%	8%
School Website	<a href="https://www.woottonupper.co.uk/">https://www.woottonupper.co.uk/</a>	<a href="https://www.kimberleycollege.co.uk/">https://www.kimberleycollege.co.uk/</a>

# About the role

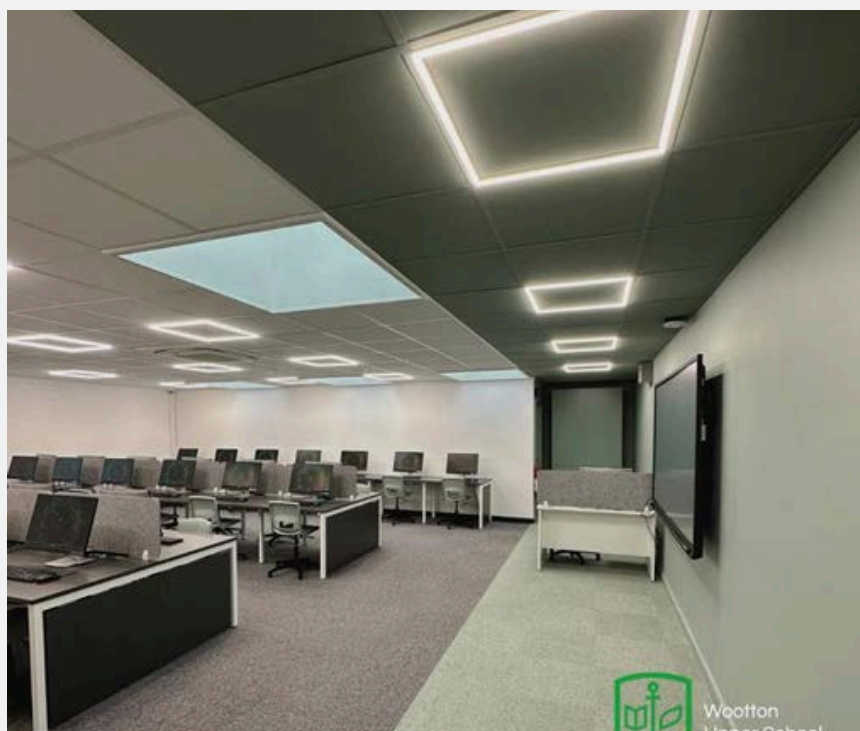
The HR & Recruitment Co-ordinator will assist the HR Manager in the provision of an excellent and comprehensive HR service to the Trust, in particular with the administration of recruitment/safeguarding checks and data management/reporting.





# Job Description

Job Title	HR & Recruitment Coordinator
Reporting to	HR Manager
Line Management responsibility	N/A
Hours	37 hrs per week - Term time (incl. 5 training days) plus 1 additional week to be worked during the school holidays 08:00-16:00 Mon-Thur & 08:00-15:30 Fri (including 30 minutes unpaid lunch)
Location	Wootton Upper School and Kimberley College
Salary Scale	Level 3D, Point 7-11 (depending on experience) £23,190 - £24,718 gross per annum (actual salary)



## 1. Recruitment and Safeguarding checks:

- To administer the recruitment process from vacancy creation to induction, ensuring compliance with the Trust's Safer Recruitment Procedure, including (but not limited to):
  - Liaising with the line manager to ensure accurate, up to date and compliant job descriptions and recruitment materials are prepared.
  - Organising recruitment advertisements, placing these on My New Term.
  - Logging applications and answering queries from candidates.
  - Organising interviews, inviting candidates and being a contact point for them, and creating interview packs.
  - Ensuring smooth running of the interview day(s).
  - Liaising with the interview panel regarding the offer to the successful candidate and notifying unsuccessful candidates, providing feedback from the panel where requested.
  - Administering documentation for new staff members such as offer letters and contracts.
  - Ensuring accurate and timely information exchange with departments such as Data, Network and Safeguarding teams.
- To organise and carry out all relevant safeguarding checks as stipulated by the Trust's Safer Recruitment Policy such as DBS, prohibition register checks, references, overseas criminal records checks etc and to chase to ensure these are in place prior to the arrival of new staff, volunteers and contractors.
- Maintaining an accurate and compliant Single Central Register in line with Trust policy. To assist the HR Lead in carrying out audits on the Single Central Register to ensure accuracy
- To keep up to date with recruitment best practice, all relevant child protection legislation (such as Keeping Children Safe in Education), and all Trust policies relating to staff.
- To be a point of contact for managers who are engaging volunteers, casual workers, or contractors and to advise on the safeguarding checks required.
- To be a point of contact for suppliers of contracted staff at the Trust sites, for example cleaning, catering, peripatetic music teachers and grounds maintenance. Liaising with the suppliers to ensure the correct safeguarding checks have been carried out, entering the information onto the Single Central Register and carrying out necessary inductions.










## 2. Data Management and Reporting:


- To maintain an accurate and up-to-date paper and electronic filing system for personnel records.
- To ensure that electronic employee records are accurate and up-to-date (SIMS). This will include responsibility for data entry, regular and ad hoc reporting, and an annual cleansing exercise.
- To ensure accurate recording of absence, including and any other absence request. Recording this data on a database and spreadsheet.
- Analysing sickness absence data to identify triggers and trends. Highlighting these to the HR Manager/line manager of the employee.
- To carry out archiving of recruitment and personnel files both paper and electronic.

## 3. Other duties:

- Monitor three HR inboxes (HR, Recruitment and Absence) and respond to queries in a timely manner.
- Where directed by the HR Manager, issue HR documentation in relation to the employee lifecycle, such as employment contracts, contract amendments, and leaving letters.
- To assist with chasing paperwork such as fit notes or return to work interviews, flagging any issues to the HR Manager.
- To take minutes in meetings as required by the HR Manager such as capability, disciplinary, grievance etc.
- To assist any member of the HR Department with administrative tasks where necessary.
- To support Trust wide tasks such as Exam Invigilating
- To undertake any other reasonable duties commensurate with the grade as directed by the HR Manager.

# Person Specification

CRITERIA	In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as IT and Digital Innovation Lead	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
		E	D	
<b>A QUALIFICATIONS</b>				
1	GCSE (or equivalent) in English and Maths.			A
2	HR Qualification (e.g. CIPD Level 3 or above) or currently working towards			A
3	Evidence of continued professional development			A
<b>B EXPERIENCE</b>				
5	Experience of providing administrative/coordinating support within a busy office environment.			A, I, R
6	Experience of working in HR or Recruitment function within an education setting			A, I, R
7	Experience of maintaining confidential and accurate records.			A, I, R
8	Experience of handling sensitive and confidential information appropriately.			A, I, R
9	Experience of working to deadlines and managing multiple priorities.			A, I, R
10	Experience of carrying out safeguarding and pre-employment checks including DBS, references, prohibition checks, and right to work checks.			A, I, R

<b>C KNOWLEDGE, SKILLS &amp; ABILITIES</b>				
11	Competent user of Microsoft Office and confident to learn and use new software			A, I, R
12	Demonstrably strong administrative and organisational skills			A, I, R
13	Excellent written and oral communication skills			A, I, R
14	Knowledge of Safer Recruitment requirements and their importance			A, I, R
15	Knowledge of HR systems			A, I, R
16	Experience of using Management Information Systems ('SIMS' is desirable)			A, I, R
17	Strong attention to detail and high levels of accuracy.			A, I, R
18	Ability to follow policies and procedures accurately.			A, I, R
<b>D PERSONAL ATTRIBUTES</b>				
21	Maintains confidentiality and discretion			A, I, R
22	Manages time effectively and able to multi-task to meet deadlines			A, I, R
23	Excellent attention to detail			A, I, R
24	High level of customer service			A, I, R
25	Build strong working relationships with colleagues of all levels			A, I, R

Key: A = Application I = Interview R = References

**PLEASE NOTE:** The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted



## EMPLOYEE BENEFITS



- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMM PROGRAMME



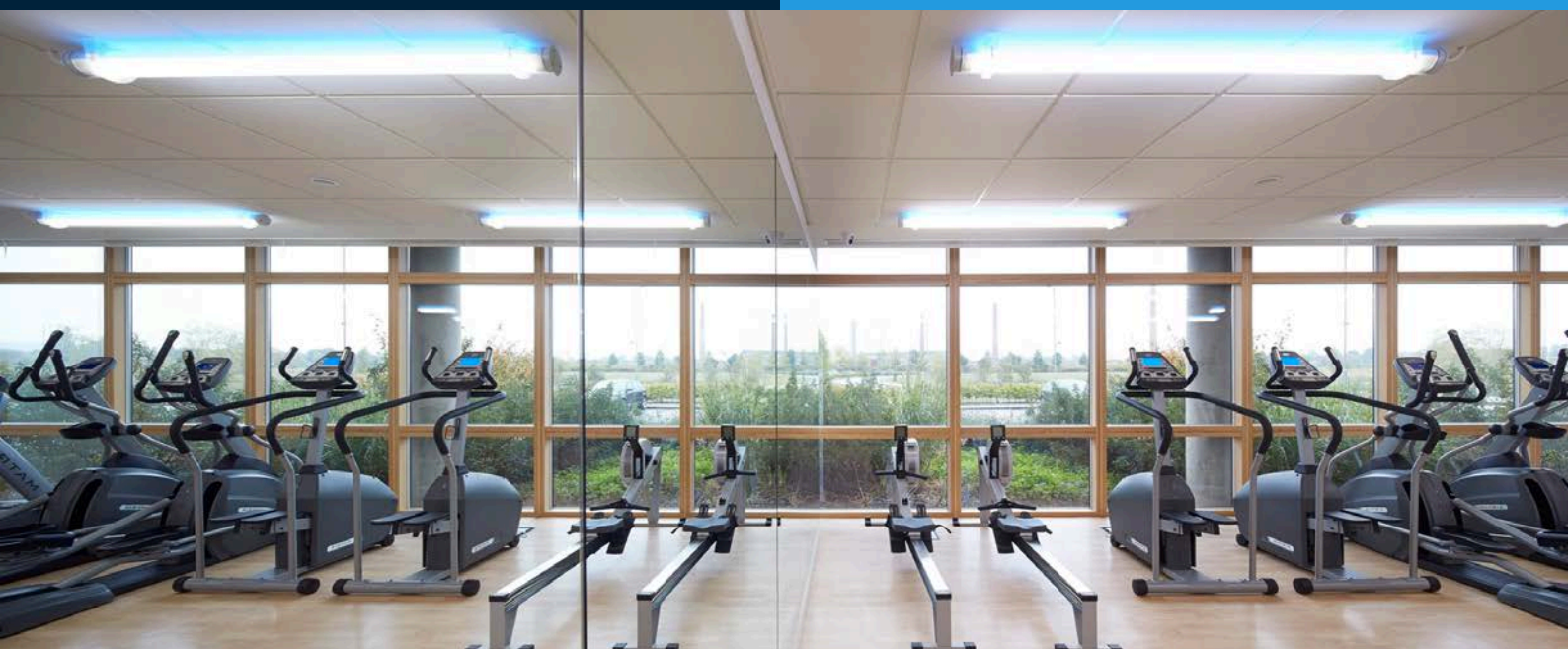
- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF



- ON-SITE COFFEE SHOP



# How to Apply



## APPLICATION PROCESS

To apply, please send the completed Application Form via MyNewTerm  
<https://mynewterm.com/jobs/5411/EDV-2026-WAT-41497>

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

## CLOSING DATE

Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

## INTERVIEWS

Shortlisting will take place upon receipt of applications.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

## **NOTIFICATION & FEEDBACK**

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

## **SAFEGUARDING**

The Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

## **DATA PROTECTION**

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

# Thank you for your interest

