Using AI in Recruitment – Guidance for Applicants

Thank you for your interest in joining Spencer Academies Trust (SAT). Our mission is to provide high-quality education and deliver the best possible outcomes for children and young people, and our vision is to be an exceptional Trust, providing an outstanding education for local children.

At the heart of everything we do is One Spencer – a shared commitment to working together, living our values of **Aspiration, Partnership and Responsibility**, and creating the very best learning and working environments across our Trust.

Our Approach to AI in Recruitment

We recognise that artificial intelligence (AI) tools such as ChatGPT, Copilot, Claude and Gemini are increasingly used to support writing, reflection and preparation. At Spencer Academies Trust, we welcome the ethical and appropriate use of AI during the recruitment process, where it supports clarity, confidence and accessibility.

However, we are fundamentally interested in **you** – your experiences, motivations, values and potential contribution to our Trust community. AI should support your application, **not replace your voice**.

What We Look For

Our recruitment process is designed to help us understand how your skills, experience and behaviours align with:

- the role you are applying for
- our Trust values and One Spencer culture
- our ambition to be exceptional and outstanding for every child

Strong applications clearly demonstrate:

- how your experience and skills meet the role requirements
- what motivates you to do your best work
- what you have achieved, and how you achieved it

Using AI Effectively in Your Application

You may choose to use AI to:

- refine and structure your ideas more clearly
- check spelling, grammar and overall clarity

April 2026

- summarise publicly available information about Spencer Academies Trust, our schools, values or strategy
- help structure examples of your experience

AI should be used as a supportive tool, helping you to present your own experiences in the strongest possible way.

Preparing for Interview

If you are invited to interview, AI can help you to:

- practise answering potential interview questions based on the job description
- reflect on examples that demonstrate impact, collaboration and professional learning
- prepare for clear, confident communication

Throughout the selection process, we are looking for people who will thrive in a collaborative, values-led Trust, who take responsibility for their own development and contribute positively to others.

What You Must Not Use AI For

To ensure fairness, integrity and trust, please do not use AI to:

- invent, exaggerate or misrepresent your experience or achievements
- submit generic or copied responses
- share confidential or sensitive information about current or previous employers

You will be asked to confirm that all information provided is accurate and true. Applications may be withdrawn where AI has been used inappropriately.

Why Authenticity Matters at Spencer

At Spencer Academies Trust, **people matter**. We aim to be an employer of choice, with a happy, healthy and high-performing workforce. Authentic applications help us:

- build trust and transparency
- ensure the right fit for you and for our Trust
- create strong, lasting professional partnerships

AI can support your journey – but your values, experiences and aspirations are what truly make the difference.

April 2026

We look forward to learning more about you and exploring how, together, we can live out **One Spencer** and make a meaningful difference for children and young people.

April 2026