

RECRUITMENT OF HEADS AND BURSARS

Cost: from £6,500 - £11000, depending on the level of support required

The process begins with a visit from one of our consultants to enable us to gain a proper understanding of the school, both to assist with the preparation of materials and to allow us to speak knowledgeably about the school with prospective candidates. The candidate pack and advert are then prepared, in consultation with the school. We would also conduct a detailed candidate search using our own, extensive database and direct contact with a range of professional colleagues. The position would be advertised through a range of avenues, both traditional and via LinkedIn and social media. Details of the interview process would depend on discussion with the school.

IAPS Consultancy is in contact with potential interim headteachers should a temporary solution be required until the chosen candidate is able to take up the position.

THE PROCESS

Our experience tells us that different schools have differing requirements but we are able to support the school with all of the key aspects of the appointment process to ensure a successful conclusion.

Preparation

- Production of a detailed candidate brochure
- School description
- Job description
- Person specification
- Application information
- Preparation of advertising schedule

Detailed candidate search

- Work through our own extensive database and personal contacts
- Direct contact with a range of professional colleagues
- Advertising, LinkedIn and social media
- Communication with potential candidates

Possible interview process

- Initial candidate screening
- Online interview to produce long list
- In person interview to produce short list
- Final interview of shortlisted candidates over two days at the school
- Relevant activities, for example:
 - Presentations
 - Lesson observations
 - Leading an assembly
 - In-tray exercise
 - Discussions
 - Meetings with SLT
 - Pupil voice
- Formal interview with appointment panel

Appointment

- Selection of candidate
- Assessment of references
- Salary negotiation
- Transition
- Communication with staff and parents

The agreed fee will depend on the level of support required and whether one or two consultants are engaged. 50% of the fee is payable on signing the contract and the remaining 50% when the successful candidate has signed their employment contract.