

Recruitment Support

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

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

The process begins with a conversation with one of our consultants to enable us to gain a proper understanding of the school and, where necessary, is followed up by a visit to the school. We can then support you with any aspect of the recruitment process, from the candidate pack and advert to long and short list selection and the interview process.

HOW WE CAN HELP

Preparation

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

The interview process

- Initial candidate screening
- Online interview to produce long list
- In person interview to produce short list
- Final interview of shortlisted candidates
- 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 is tailored to fit your budget.