



PROUD TO MAKE SUCCESS HAPPEN



UXBRIDGE
HIGH SCHOOL

RECRUITMENT OFFICER

Dear Applicant,

Thank you for your interest in working at Uxbridge High School. I would like to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying to join an exemplary and highly energetic staff team that has moved the school into a very strong position both locally and nationally. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

I would recommend that you spend time reading our most recent Ofsted report, which can be viewed here: [Ofsted report](#). The inspection report confirmed that there has been no change to this school's overall judgment of good as a result of this ungraded (section 8) inspection. However, the evidence gathered suggests that the inspection grade might be outstanding if a graded (section 5) inspection were carried out now. The report confirms our significant strengths in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our broad and ambitious curriculum, which prepares our students well for GCSE and A-Level study.

The current leadership team has embedded a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our lead practitioner team (LPT) lead on numerous initiatives to support this, for example, developing and supporting leadership of teaching at all levels. An extensive and rich CPD programme is highly valued by staff at all levels.

Our determination to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to the school, allows our students to compete in a national context. This is one of the school's biggest challenges and one to which we apply a systematic, whole school focus, linked to a curriculum that is innovative, exciting and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways to ensure a rich and well referenced learning experience for all our students, whilst balancing the need to do the best for our students.

Our sixth form provision is exceptional with a broad and exciting post-16 curricula. We are highly successful in preparing students for a wide range of university, apprenticeship and workplace destinations.

As Principal, I operate with an authentic and distributive leadership style. To support this, I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude. We seek teachers and leaders who are able and keen to achieve excellence across the school.

The successful candidate will demonstrate their unrelenting energy and drive that will continue to allow Uxbridge High School to be a school that can guarantee to maximise student progress, achievement and opportunity through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to join us, then I look forward to hearing from you further

Louisa Seymour, Principal



The Role

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally. We have much to celebrate including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. As a truly comprehensive and multicultural school that reflects life in modern Britain, we value the successes of every child, whatever their starting point.

An exciting Recruitment Officer position has become available at Uxbridge High School. We are looking to appoint a highly motivated and experienced individual who can provide a proactive and effective recruitment service for the school. You will be working with the HR Manager and the Principal to identify the most effective approach to advertising vacancies and attracting the best candidates.

The school has recently brought recruitment in-house, and we are looking for an individual who can establish and develop our recruitment process. This role requires someone who is independent, works on their own initiative, and has expert knowledge in recruitment. We have introduced a new recruitment software: FaceEd, which allows us to provide a bespoke recruitment experience. We need someone who will manage this system effectively and develop our social media and other advertising portals from the beginning.

As a key member of the HR team, you will run recruitment campaigns for the school and provide recruitment administration, which will include screening candidates, managing shortlisting process and scheduling interviews.. You will be supported by the HR Manager and work alongside the HR Administrator, covering for them if necessary. Recruitment experience and strong interpersonal and administrative skills are essentials. HR experience and experience of working within a school, educational setting or similar establishment will be an advantage.



Closing Date: Mon 30th Sept 2024, midday

Contract: Permanent, Full Time

Salary: SPR 23-29, actual salary
£33,506 - £37,625 pa (inclusive of
London weighting)

Hrs of Work: 36 hrs per wk, 42 wks pa (one day of
working from home)

How to Apply:

- Completed our application form. In your supporting statement outline why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Magda Cimminiello, HR Manager on mcimminiello@uhs.org.uk or 01895 234 060.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

Recruitment Officer Job Description

Overview of role expectations

- To provide a pro-active and effective, customer focused end-to-end recruitment service, which is carried out in accordance with agreed processes, schedules, legislative requirements and in line with the School's Safer Recruitment Policy.
- To take responsibility for the day-to-day administration of the recruitment and HR processes.
- To ensure accurate record keeping and administration to support the HR function within the school.
- All the above to be in accordance with any directions which may reasonably be given by the Principal.

Responsibilities and Tasks

Recruitment

- With the support and guidance of the HR Manager to provide a holistic, high quality and professional first-class recruitment service to the principal, recruiting managers, employees and candidates.
- Working with the principal and leadership managers to identify the most effective approach to advertising vacancies, attracting the best candidates and effectively selecting the right person for their role.
- Liaise with the HR Manager, the principal and leadership managers in planning and undertaking recruitment campaigns in line with the organisation's Recruitment Policy.
- To facilitate recruitment campaigns from start to finish.
- Develop good, co-operative working relationships with candidates and managers, ensuring any contacts internally and externally are handled in a timely and professional manner.
- Working with candidates to assist them through their recruitment and selection journey, keeping them engaged and feeling welcome and valued.
- Provide expert advice to recruiting managers on hard to recruit posts and innovative recruitment solutions, under the supervision of the HR Manager.
- Ensure that recruiting managers and candidates are kept fully informed throughout the recruitment process.
- Providing recruitment updates to the HR Manager and the principal and address any issues.
- Highlight any queries or concerns to the HR Manager where support and/or assistance is required

Recruitment administration

- Recruitment administration
- Placing recruitment adverts on the school website (FaceEd), external job boards: Tes, eTeach, Department for Education teaching vacancies service, LinkedIn, X and other social media platforms in a timely and accurate manner.
- Screening candidates to include collation of job applications for shortlisting, obtaining references for teaching post and ensure that the references are available to the principal prior to interviews.
- Managing shortlisting process ensuring shortlisting is conducted in the timely manner.
- Inviting applicants to interviews and prepare interview packs for managers.
- Arranging interview schedules and supporting the HR Manager in managing the interview process, ensuring compliance with safer recruitment guidelines at all stages of the recruitment process.
- Supporting managers in organising assessments tasks.
- Checking and action relevant recruitment emails sent to the HR recruitment inbox.
- Ensuring safer recruitment training requirements are met for all interviewers.
- Sending offer letters and starter documents to the successful candidates.
- Providing responses to unsuccessful candidates.
- Refer all issues arising from unsatisfactory pre-employment checks to the HR Manager.
- Maintain and update recruitment databases and filing systems, setting up or updating personal files as necessary, processing new starter files as necessary and filing completed files.
- Assist with the timely destruction of recruitment paperwork/files and to ensure that all paperwork is dealt with in a timely and confidential manner in line with Data protection guidelines.
- Working closely with the HR Administrator on completing pre-employment checks and other HR administration, delegating some of the recruitment tasks as necessary, under direction of the HR Manager.

Recruitment Promotion

- To create advertising campaigns appropriate to the roles available.
- Work with the person responsible for the school promotional materials to produce and develop recruitment promotional content such as videos, leaflets, posters and other promotional literature where necessary.

- Ensure that all recruitment literature, i.e. job descriptions, person specifications and adverts to be used for recruitment campaigns are accurate, up to date and have been drawn up in line with the school policy and employment legislation.
- Plan and develop marketing communication and recruitment campaigns that have a measurable, positive impact on the school's recruitment.
- Attend recruitment fairs to generate interest in roles.
- Identify and support the introduction of new ways of sourcing candidates, such as through social media, building networks, local and national events, and advertising.
- Raise the schools' online profile as a local employer and employer of choice through use of social media and other online activities.
- Establish an on-line presence to attract and build a network of suitable candidates.
- Build a network of suitable candidates for upcoming vacancies, utilising Tes, eTeach, Department for Education vacancy service, LinkedIn or other relevant social media sites.
- Source locations and events for the school to attend to promote working opportunities, including local and national events, such as Recruitment Exhibitions, School, College or University recruitment events, local shopping centres or community events.
- Develop regular reports showing effectiveness of campaigns and progress against planned workforce trajectories.
- Collect and analyse information from candidates, staff and leavers to understand how we can improve recruitment and retention across the school.

Temporary recruitment

- To support the HR Manager and leadership line manager responsible for cover to plan ahead for known long term absences and to endeavour to book specialist staff to cover these.
- Proactively source and fill long term staffing gaps with temporary workers.
- Seek approval of the principal and leadership line manager responsible for cover to manage agency pay rates in line with the school's financial recruitment.

HR Administration

To be sufficiently familiar with the responsibilities of the HR Administrator post to be able to provide cover in times of absence and support at busy times:

- To assist with Leave of Absence and CPD requests when necessary.
 - Undertake the administration of the starters and leavers when necessary.
 - To assist with writing letters of appointment, requesting references, carrying out DBS checks and ensuring all necessary new starter documentation is received in a timely manner.
 - To liaise with Schools HR and payroll informing them of starters, leavers and any changes to T&Cs.
 - To assist with maintaining the Single Central Record for the school (currently CPOMS).
 - To ensure DBS checks are in place for all adults working with our students, including but not limited to staff, supply staff, volunteers, governors and coaches.
 - To assist in maintaining the staff HR databases (SAM People, Arbor, and EduPay), including changes to conditions, leave entitlements, hours of work etc.
 - To be responsible for the maintenance of confidential staff records and to ensure that they are held securely.

Other

- To develop and maintain working relationships with other professionals.
- To ensure compliance with the disability equality scheme.
- To work in accordance with the data protection act
- To adhere to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies.
- To work under the reasonable direction of the Principal and leadership line manager and be prepared to carry out any other duties commensurate with the general level of this appointment.

Recruitment Officer Person Specification

Qualifications / Education / Training

- Completion of a degree or equivalent experience.
- Certificate in CIPD Personal Practice or working towards this*.

Experience

- Working in a recruitment role either agency or in-house.
- Proven and extensive experience of organising recruitment campaigns.
- Proven and extensive experience of using social media in recruiting.
- Proven experience of working in the HR department*.
- Understanding of working in a school or similar establishment*.

Skills, knowledge and abilities

- Good working knowledge of applicant tracking systems and candidate management systems (eg. FaceEd*, Tes*, SamPeople*, MyNewTerm*)
- Good working knowledge of advertising vacancies on recruitment platforms and in social media: LinkedIn, Facebook, X, Reed, Tes*, eTeach*, Department for Education teaching* etc.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- Ability to apply high level of tact and diplomacy and good interpersonal skills.
- High-level ICT skills and experience of all Microsoft office suite applications.
- Ability to produce spreadsheets, manipulate and present data, produce correspondence with a high level of attention to detail and accuracy in all written output.
- An organised approach to work, with an ability to manage own workload and work on own initiative.
- Ability to communicate effectively both orally and in writing.
- Ability to understand the importance of confidentiality and sensitivity of information.
- Knowledge of fair recruitment and selection procedures.
- Knowledge of legislation relating to equal opportunities and recruitment/safeguarding.
- Ability to work hard with competing deadline and prioritising appropriately.
- Ability to work flexibly in order to meet the demands of the job at particular times of the year.

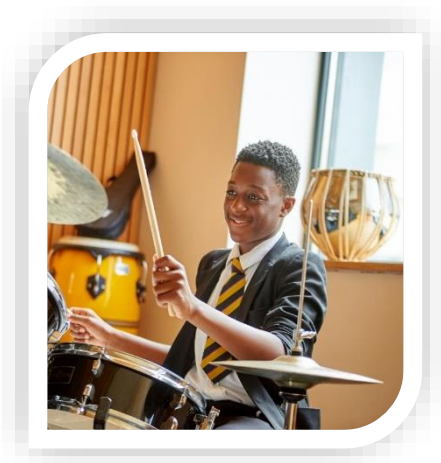
Equal opportunities


- Commitment to equal opportunities and inclusion.
- Ability to promote and support the school's Equality and Diversity Policy.

Disposition

- To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
- To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.
- Demonstrate a diligent, "can do" attitude.

* Desirable



A young woman with long brown hair, wearing a dark school blazer with a crest, is sitting at a desk. She is holding a yellow marker and looking towards the camera. In the background, other students in school uniforms are visible, including a boy with curly hair and a girl with long blonde hair. The setting appears to be a classroom or a school meeting.

"To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school."

Mariam Razaie – Year 7

PROUD TO MAKE SUCCESS HAPPEN

Our Vision

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.

Uxbridge High School students are **PROUD** to be:

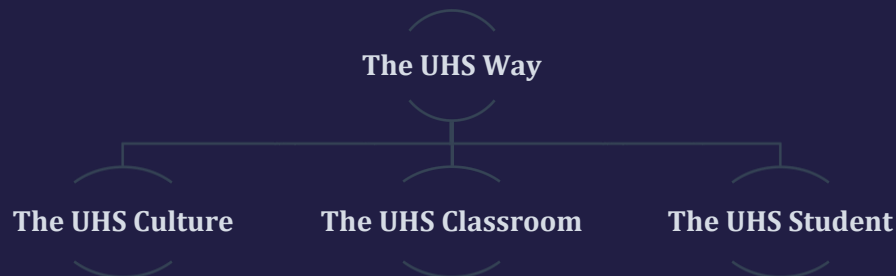
POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.



Benefits & Rewards

Uxbridge High School employees benefit from:

- **We support flexible working:** our teaching staff have flexible working from home PPA time during period five. Our associate staff have working from home opportunities. 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- **2.00 pm finish on Fridays**
- We support **the work life balance** and have family friendly policies: we give our staff **three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.**
- **We offer private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport Fridays.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff **longer Christmas and Easter holidays**, wellbeing is our appraisal target, **Occasional Day off in Autumn.**



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- twitter.com/UHSPrincipal
- twitter.com/uhs_VAPA
- twitter.com/UHSPE
- instagram.com/uxbridgehigh

We also have a LinkedIn page, giving updates and current vacancies: [linkedin.com/company/uxbridgehighschool/](https://www.linkedin.com/company/uxbridgehighschool/)

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.



Humanities
English
LLT
Orchestra Building
Sports
The Dome

LINKSTER BUILDING