



## VACANCY INFORMATION

### Recruitment Manager





## INTRODUCTION

Thank you for your interest in the post of Recruitment Manager at the Royal Grammar School Guildford (RGS). In this booklet you will find details about the job, salary and terms and benefits that would apply to you in this role.

As a member of the support staff you will be part of a large and friendly community of professionals who support our students' education and experience.

The RGS comprises an independent senior and preparatory (prep) boys' day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 315 pupils aged 3 -11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff.

The RGS employs a wide range of functions including Finance, Human Resources, Estates and Grounds to provide full support across all sites.

This is a permanent, full-time role. The salary for this role is circa £40,000 per annum dependent upon skills and experience.

I look forward to receiving your application in due course.

HEADMASTER



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## SCHOOL VALUES

*The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.*

### **Inclusivity**

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

### **Scholarship**

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students' minds and inculcate a lifelong love of learning.

### **Integrity**

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

### **Respect**

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

### **Courage**

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

### **Collaboration**

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.



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## **JOB DESCRIPTION**

**Reports to:** The Head of Human Resources

### **1. Job Purpose**

To be responsible for the recruitment and onboarding of all new employees at the Royal Grammar School Guildford, ensuring that all practices adhere to up-to-date safer recruitment regulations, Keeping Children Safe in Education, employment law and general best practice.

### **2. Job description**

- 2.1 In conjunction with the Head of HR to manage the recruitment process from the creation of a job description through to securing all compliance checks such as the DBS process for all teaching and support staff. Advising and agreeing the best process for each role with the line manager, engaging other members of the HR team for support as required.
- 2.2 To have the experience and ability to use a range of platforms to advertise different roles such as specialist media groups and social media links. In addition, to consider other advertising routes that will encourage a greater diversity of applicants to the School.
- 2.3 To continually update the school's recruitment literature in conjunction with the marketing team to ensure it is relevant, attractive and reflects the true heartbeat of the School.
- 2.4 To work with other members of the HR team to continually promote diversity and inclusion throughout the school and to ensure it flows through the recruitment process.
- 2.5 To be responsible for sourcing and arranging regular safer recruitment training for members of staff as required.
- 2.6 To maintain an up-to-date knowledge of employment law pertaining to recruitment and advise and act on any changes required.
- 2.7 To be the safer recruitment trained member of any interview panel as and when required.
- 2.8 To stay up to date and be prepared to undertake training on different methods of suitability testing such as assessing aptitude and psychometric testing.
- 2.9 To undertake all recruitment related administration such as shortlisting (for certain roles), interview invites, interview schedules and other associated communication with candidates and line managers.



2.10 To liaise with recruitment agencies as and when required ensuring compliance with all regulations and that agreed rates are fair.

2.11 To undertake any other HR related tasks as reasonably requested.

### **3. Skills and Experience**

#### **Essential**

3.1 To have three years' experience of undertaking recruitment within a legally regulated environment or to be able to demonstrate a comprehensive understanding of what is required.

3.2 To have three years' experience of working within an HR role.

3.3 To be proactive, able to use your own initiative, have meticulous organisation skills, a keen eye for detail and the ability to manage your own workload knowing how to prioritise when working to tight deadlines.

3.4 To be an efficient, organised, proactive worker with the ability to constantly reprioritise.

3.5 Total confidentiality and discretion are expected as well as excellent written and verbal communication skills.

3.6 To have substantial experience in the use of up-to-date MS Office applications.

3.7 To possess a positive can-do and solution finding attitude to all aspects of the role.

3.8 To have the confidence and ability to liaise with people of all ages and backgrounds and deal with all situations calmly and professionally.

3.9 To be capable of independent working as well as working as part of a team.

#### **Desirable**

- To have experience of working in a school.
- To be CIPD qualified.
- To have undertaken safer recruitment training.

### **4. Job requirement**

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.




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**WORKING FOR THE RGS**

<b>Hours of Work</b>	Full time, 40 hours per week (inc. breaks). 08.30 to 16.30 during term time, 08.30 to 15.30 during the school holidays.
<b>Remuneration</b>	Circa £40,000 dependent on experience
<b>Working arrangements</b>	Full time
<b>Annual Leave</b>	28 days leave plus bank holidays to be taken during school holidays.
<b>Private Healthcare Scheme</b>	Private medical cover is available for all staff. This is paid for by the school, but is a taxable benefit so there is an indirect cost to the individual
<b>Pension Schemes for all staff</b>	All support staff are automatically enrolled into the company pension scheme. The level of contribution by the individual is matched by the school up to 4%. If the individual contributes 5% the school will contribute 10%.
<b>Commuting loan</b>	Interest-free loans are available for rail season ticket holders.
<b>Charitable Payroll Giving Scheme</b>	The scheme enables employees to donate regularly from their gross pay to charities of their choice
<b>Dining</b>	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time.
<b>Free use of school gym</b>	The school gym is available for staff to use at specific times.
<b>Parking</b>	Free car parking for all staff provided in the heart of Guildford.

If you would like to know more about the RGS please visit our website [www.rgsg.co.uk](http://www.rgsg.co.uk).

If you have any questions, please contact the HR Department on 01483 887165 (email [recruitment@rgsg.co.uk](mailto:recruitment@rgsg.co.uk)). The HR department is open from 8.30am to 4.30pm, Monday to Friday.

The closing date for receipt of an application is 2<sup>nd</sup> February 2022.



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## **EQUAL OPPORTUNITIES**

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

## **SAFEGUARDING THE WELFARE OF CHILDREN**

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

## **RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION**

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care. A voluntary disclosure form is available on the website but this only needs to be completed if you have something to declare.

Further details will be sent to applicants invited to interview which will expand on the above.

## **APPLICATION PROCEDURE**

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview as will proof of identity and domicile. Candidates unsuccessful at interview will receive written notification.

## **APPLICATIONS**

All applications should be submitted via the RGS website and consist of:

- a covering letter addressed to the Headmaster, Dr JM Cox; and
- a fully completed application form.

Note : The necessary forms may be found on the School website along with the Safeguarding Policy. The School's website is [www.rgsg.co.uk](http://www.rgsg.co.uk)