

## SMART Recruitment for Schools & Governors

<b>Selling</b>	How effective are you in selling your school to prospective high calibre candidates?
<b>Media</b>	Do you market your school cost effectively and appropriately for maximum response?
<b>Application Pack</b>	Does your existing documentation promote and inform in the most attractive and relevant style?
<b>Response Management</b>	Do your 'vacancy enquiries' result in strong applications?
<b>Testing</b>	Would your school benefit from learning how to design and deliver a robust selection procedure?

Ascend Education offers **training for Governors**, to deliver the following:

- Essential guidance on the selection process and conducting interviews
- Procedures to analyse the vacancy and identify the skills required for the post\*
- Media advice to really sell the vacancy and encourage a strong response
- Support for the design, planning and delivery of a rigorous, professional interview
- Provision of guidance in reaching the final decision

This increases Governors' confidence in their ability to run a recruitment campaign, interview and select from good quality applicants.

**Cost:** £395 + VAT 1.5 to 2 hour session, twilight and evening options available.

**Toolkit for school recruitment** – incorporating **Safer Recruitment** practice throughout

- Initial meeting to assess and review the upcoming challenges for the school and identify the key attributes required by the incoming leaders\*
- Provision of a post profile, including key skills and behavioural requirements
- Design and production of a school 'Candidate pack'
- Advert design and outline
- Stylised application form for the school

Recruitment templates for

- Candidate response record & shortlisting grid
- Selection task and scoring matrices
- Interviewing questions and bullet answer prompts + recording grids
- Reference request forms and health checks
- Candidate feedback forms
- Appointment checklist

**You cannot run an outstanding school without the calibre of staff to match; in particular the leader is crucial. Recruitment training and support will maximise the school's chance to secure a high calibre candidate.**

**Outcome:** Ascend's SMART process will streamline, update and professionalise your school recruitment. The SMART process has already proved easy to manage and most importantly, has resulted in securing quality leadership appointments first time around, avoiding costly mistakes.

**Cost:** From £2000 +VAT depending on your exact requirements.

"From the outset, your contribution was simply outstanding. At no stage did I feel I was working with a third-party advisor, but rather a co-professional who genuinely cared about what we were trying to achieve, took ownership of the agenda and made a hugely significant impact on our organisation."  
**N M, Secondary Head, L A Wandsworth**

**Contact:** Jacqueline Baker [jbaker@ascendeducation.co.uk](mailto:jbaker@ascendeducation.co.uk) +44(0) 7891 671 226

\* Certified User of Thomas International's Personal Profile Analysis and related instruments