

Education [★] Recruitment Solutions

For all your vacancy requirements



*Education
PERSONEL
Services*



www.educationjobs.hants.gov.uk



Hampshire
County Council



Education Recruitment Solutions were absolutely invaluable in supporting me during the process of staffing our new school. They dealt with a mountain of administration on my behalf and handled all correspondence efficiently and effectively. Throughout a whole series of appointments, I was freed to concentrate on the business of selecting the right candidates by being able to pass the administrative burden to the recruitment team. I cannot recommend their service highly enough.

Richard Wharton

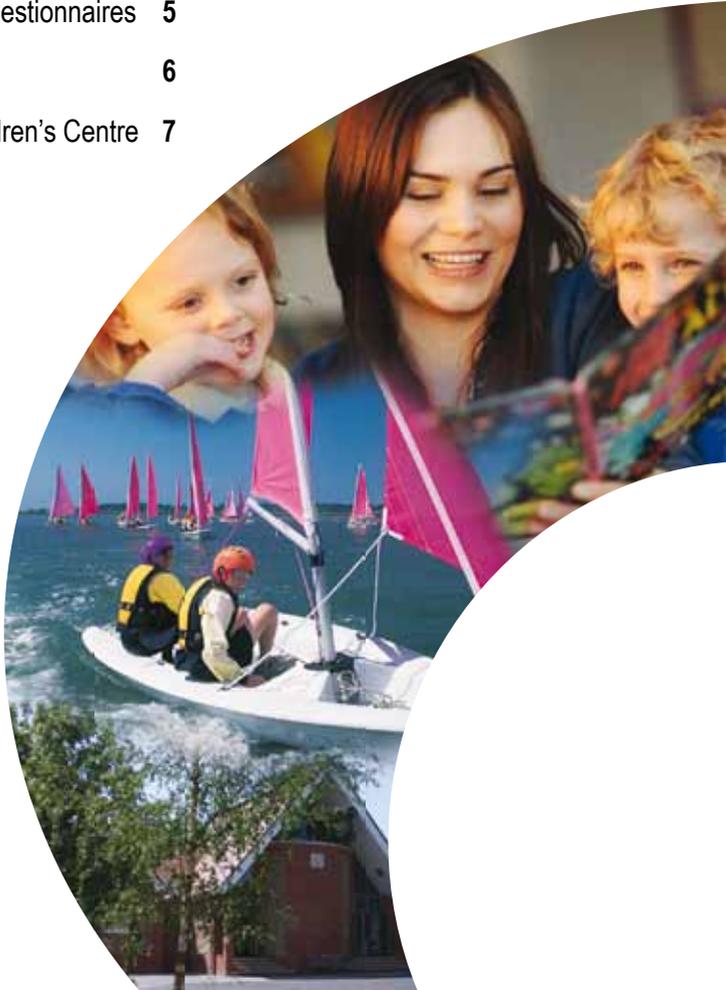
Headteacher

Wellstead Primary School

This information booklet sets out the basis on which we operate in order to ensure that you receive a quality service which contributes to a more effective recruitment and development in your School/Children's Centre.

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Education Recruitment Solutions (E.R.S.)

Education Recruitment Solutions is specifically designed to assist you through the process of recruiting, selecting and appointing new members of staff. This is not only for Headship posts and other Senior Leadership posts, but for all teaching posts including support staff e.g. Business Manager, Finance Officer, Bursar and Administration Officer.

Our high quality service will benefit your School/Children's Centre by decreasing the time and administration commitment associated with the recruitment and selection process. We work closely and collaboratively with Governors, Area Directors, District Managers, School Improvement Partners and candidates to provide you with all the guidance and support you need to make a successful appointment.

Our service will be tailored to meet the specific needs of your School/Children's Centre and includes: -

- Arranging national and local press advertising
- Preparing and publishing your enhanced advert onto the Education Jobs website
- Providing you with guidance and support on producing a vacancy information pack electronically or in hard copy for prospective applicants.
- Handling all responses to your vacancy
- Distributing all information packs
- Acknowledging receipt of all applications
- Collating and binding all application forms in preparation for shortlisting
- Informing candidates of the shortlisting outcome
- Formally inviting candidates to interview
- Taking up references for shortlisted candidates
- Collating and binding each candidate's references in preparation for interviews
- Seeking medical clearance for the appointee

Education Recruitment Solutions (E.R.S)

Charges

These costs are based on the work involved by the ERS team and are effective from 1 April 2010.

Standard Charges (Headteacher/Deputy Headteacher/Centre Manager)

Primary Schools, Special Schools and Children Centres	-	£920
Secondary Schools	-	£1,620

Charges include an enhanced advertisement on the Education Jobs website. For other vacancies please contact the ERS team.

Further Information

If you would like to discuss the recruitment service further please contact **Irene Earls**, at:

Education Recruitment Solutions
Education Personnel Services
2nd Floor, Hampshire House
84-98 Southampton Road
Eastleigh
Tel: 023 8038 3533/1
Email: eps-recruitment@hants.gov.uk

Education Recruitment Solutions (E.R.S)

Additional Recruitment Solutions

In addition, E.R.S. are also able to offer specialist recruitment advice and support and to discuss your individual recruitment needs. A bespoke package to suit your needs can be devised.

For example you may require assistance with:-

- Compiling your Person Specification & Job Description
- Applicant Profiling
- Shortlisting
- Interviewing
- Other selection and assessment processes eg in tray, group exercise, presentation topics etc.
- Psychometric Testing eg OPQ & Ability Tests
(see next page for further details)





Occupational Personality Questionnaires

Occupational personality questionnaires (OPQs) are self-report questionnaires that can be used to provide valuable information to complement the evidence obtained through the recruitment and selection process. OPQs provide a measure of an applicant's strengths and limitations, their personality traits, preferred thinking style and specific attributes are matched against the Person Specification.

OPQs also develop a picture of how a candidate is likely to relate to others, how they deal with their own and other's emotions, what motivates them, their preferred working style, how calm they are under pressure and whether they are organised, plan ahead and pay attention to detail. The OPQ is completed by the candidate on line and an EPS trained Consultant will provide comprehensive feedback to the candidate and to the panel prior to interview.

Charges for Additional Recruitment Solutions will be discussed with you and will be based on preparation time, materials used and the number of candidates involved.

If you wish to discuss any aspects of your recruitment process please contact **Irene Earls** on **023 8038 3533**.

Education Jobs Website (www.educationjobs.hants.gov.uk)

Our website attracts job seekers from UK and Overseas. The average monthly hits are over 200,000. The ERS team will advertise any School or Children's Centre role as well as recruitment events, - see Promoting Your School/Children's Centre, on the following page.

To aid online recruitment we have a two-tier level of advertising we can offer you and the opportunity to promote your vacancy as a featured job. Each advert will appear 'live' within two working days from submission.

Standard Advert

This shows details of the job vacancy in standard text and contact details.

Enhanced Advert

We recognise that most Schools/Children's Centres have different needs and wish to make their adverts individual to their requirements. To aid this we can offer the following:

- Select from 6 colour swatches
- Attach logo/ recognised awards
- Upload recruitment information- Role Profile/ Person Specification
- Add photographs of your establishment

Featured Job

This facility allows you to advertise on the front page of the Education Jobs website, and give your School/Children's Centre maximum publicity.

To submit an advert please complete our online submission form at:

www3.hants.gov.uk/education/eps/school-recruitment

or www.educationjobs.hants.gov.uk



Standard Advertisement Charges

	Standard Advert	Enhanced Advert	'Featured Job'
HCC customers with a full SLA	free	£120	£250
HCC customers without a full SLA (including foundation schools, trust schools and academies)	£200	£250	£350
Non-HCC customers with a full SLA (including Portsmouth, Southampton schools, Post 16 establishments and other Local Authorities)	free	£300	n/a
Non-HCC customers without a full SLA	£300	£400	n/a

Promoting Your School/Children's Centre

If you have a special event eg a Recruitment Open Day. Why not use our website to advertise?

Further Information

For advice and further details regarding your individual advertising requirements, please contact **Matt Trowbridge** on **023 8038 3531** or email **eps-recruitment@hants.gov.uk**

Wildern used ERS and I felt that the service offered was highly professional, personal, and one with local knowledge which was particularly helpful at some stages of the process. The members of staff were always helpful and friendly and willing to "go the extra mile". Whenever they felt they could take off some of the pressure they offered to do so. This was incredibly valuable as the headteacher recruitment experience is a stressful one and any help is much appreciated. I know that this meant one less job for our school team to deal with and I am quite sure that when the need arises to revisit the process we would use the service again. Many thanks to all concerned!

Glenda Lane

Chair of Governors
Wildern School





General Enquiries:
eps-recruitment@hants.gov.uk

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