



THE **Leys**
CAMBRIDGE



**RECRUITMENT
COORDINATOR**

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



Clare Ives
Head

Recruitment Coordinator

Recruitment Coordinator

**Full-time, 12 Month Fixed Term Contract
£32,728 per annum (FTE)**

We are looking for a highly organised Recruitment Coordinator to deliver an efficient and proactive recruitment service.

This is an exciting opportunity to work within the HR department at The Leys School and to support the school's recruitment goals.

While the role is offered on a full time basis, applications for part time hours may be considered, subject to the operational needs of the School.

Previous experience in an educational setting would be an advantage.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



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Pupils contribute in a myriad of ways to school life and the local community. They are exceptionally respectful, kind and courteous to others.



Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

“ A thoughtfully planned extra-curricular programme, that is responsive to the interests and talents of pupils.



The Role

Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

- To deliver an effective and efficient recruitment service, in line with The Leys and St Faith's Schools Foundation Recruitment and Selection Policy, and fully compliant with Keeping Children Safe in Education (KCSIE) and/or any subsequent or updated legislation and statutory guidance on recruitment.
- Be responsible for coordinating the Schools end to end recruitment processes, by supporting the management and overall delivery of effective recruitment and selection services, including writing and advertising jobs; utilising CV databases and social media channels to search and directly source potential candidates; co-ordinating and participating in selection procedures, and maintaining a highly quality administrative function that drives the candidate experience.
- Work closely with hiring managers to deliver a seamless recruitment service and provide advice regarding best practice and employment law, presenting practical solutions and options in relation to hiring needs.

Key Tasks

- To oversee the end-to-end recruitment activities across the School in relation to permanent and casual/temporary vacancies for teaching and support staff.
- To oversee and manage the recruitment administration and screening processes, ensuring a seamless process from initial contact to offer of employment.
- To work closely with hiring managers and other key individuals to ensure a smooth, timely and cost-effective recruitment and selection process is delivered in line with the Schools Recruitment and Selection Policy and KCSIE.

The Post

Recruitment Campaign

- To consult and engage with hiring managers to fully understand their needs and to gain a deep understanding of the requirements of the role and vacancy.
- Design and administer a recruitment campaign for each vacancy in a timely manner. Ensure all necessary paperwork (including Job Description, Person Specification and Candidate Pack) is completed, all contractual terms for the vacancy have been recorded correctly, and authorisation given to proceed by the relevant Head of Department.
- Write appropriate marketing and advertising materials for each vacancy as appropriate and proofread the published materials.
- Research, select, and monitor the appropriate recruitment channels to recruit for each campaign (i.e. social media, job boards, recruitment agency, etc.).
- Monitor each campaign and take action to increase applications if required.

Shortlisting and Interviews

- Responsible for the coordination of shortlisting and interview set-up, including finalising the schedule, contacting candidates, sending invites, and liaising with managers to ensure that all paperwork is sent prior to interview.
- To advise hiring managers on interviewing and selection techniques and provide support during interviewing and selection processes if required
- Assist with interview day assessment or collation of paperwork as required.

Candidate Experience

- To manage all recruitment enquires and communications, being the first point of contact for all applicant enquiries, ensuring queries are dealt with in a timely manner.
- To be responsible for the entry, maintenance, and integrity of applicant information.
- Ensure candidates receive regular communication throughout the recruitment process and provide constructive feedback to candidates at all stages of the recruitment process. In particular to those who have attended interview and/or other selection activities in liaison with the selection panel.
- To promote best practice throughout the recruitment process and actively seek candidate feedback to improve the candidate experience.

Appointment

- To ensure all required paperwork and information is collated and passed over to the HR Administrator so that the pre-boarding process is completed in a timely manner.

Data Protection and Administration

- Record and monitor all recruitment expenditure.
- Record all recruitment paperwork, candidate information, interview and assessment questions, panel notes etc. and ensure paperwork is retained in line with the appropriate retention period.
- Accurately recording relevant data for key metric reporting, including candidate source, conversion rates, interview outcome etc.

Promoting the School Brand

- To make recommendations for ways to improve the School's employer brand, thus promoting the School as an employer.
- To use a variety of recruitment methods to meet and attract high quality candidates.
- Maintain internal career portals to improve visibility of career opportunities to existing employees.
- Use social media to its full potential as a resourcing medium and to target specific, specialist skills in conjunction with marketing team
- To research new sources for attracting active and passive candidates using a variety of different platforms.
- Update existing, and where appropriate, recruitment procedures to ensure the School is able to attract the very best talent available.
- To deploy innovative techniques to enhance the School's reputation as an employer of choice and a great place to work.

Equity, Diversity and Inclusion

- Ensure the School's Equity, Diversity and Inclusion (EDI) Policy is consistently and effectively applied within recruitment processes, supporting fair and inclusive decision making, attracting diverse talent pools, and enabling the selection of the most suitable candidates for each role.

Additional Responsibilities

- To take on / assist with specific HR recruitment project work as agreed with the HR Director which may include apprenticeships, interns, seasonal recruitment, improvements to recruitment shortlisting and assessment guidance and paperwork, EDI initiatives, improvement to our Employer Proposition Value or any other projects as identified with the HR Director.
- To assist with the appointment of executive search agencies or other external bodies to help recruit for senior level positions.
- To work with the Governing bodies of both schools and assist with recruitment at senior level.
- To provide feedback and weekly handover as required to the HR Director to help ensure consistent, robust, and effective procedures/policies are maintained.
- To update and maintain relevant vacancy listings on the schools' website pages.
- Maintain up-to-date knowledge on relevant employment legislation and recruitment trends/best practice and inform managers about changes that may potentially impact recruitment and resourcing.
- Take all reasonable steps to ensure appropriate confidentiality.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

Criteria	Essential	Desirable
Knowledge	<p>An awareness of basic employment law.</p> <p>Knowledge of local market conditions, current recruitment trends, best practice in recruitment, and effective routes to market.</p> <p>Working understanding of human resource principles, practices, and procedures.</p> <p>Working understanding of guiding and delivering successful recruitment campaigns including different routes to advertise (social media etc)</p>	<p>Understanding of Keeping Children Safe in Education (KCSIE) and Safer Recruitment requirements in education.</p>
Experience	<p>Previous recruitment experience either in-house or within a recruitment agency.</p> <p>Experience of using Applicant Tracking Systems and recruitment databases.</p> <p>Experience of producing recruitment-related reports and data.</p>	<p>Previous experience in an educational setting.</p>
Skills	<p>Good IT literacy and strong MS Office skills.</p> <p>Excellent communication and interpersonal skills.</p> <p>Resilient, with effective problem solving skills and time management skills and the ability to manage competing priorities.</p> <p>High attention to detail and the ability to work accurately.</p> <p>Excellent organisational skill with the ability to prioritise workload effectively.</p> <p>Self-motivated, able to use initiative, and work effectively both independently and as part of a team.</p> <p>Ability to build excellent working relationships with Managers and colleagues.</p> <p>Excellent client facing skills.</p>	
Qualifications	<p>Relevant professional HR or Recruitment qualification or equivalent level of practical experience.</p>	<p>CIPD Associate Member Level (or above). Recruitment qualification.</p>

How to *Apply*

How to apply:

If you are interested in applying, please submit a completed application form including covering letter, addressed to Jacqui Anstee (HR Director), The Leys School, Cambridge, CB2 7AD (recruitment@theleys.net) by 09.00 on 29 May 2026.

We reserve the right to interview and appoint prior to the advert closing date if a suitable candidate is found, therefore an early application is encouraged.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**

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