TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates

Recruitment Advisor

November 2026

Full Time / All Year Round / Maternity Cover

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com
Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping

Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Recruitment Advisor (Maternity Cover) here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschool.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.



Kieran Topping

Chief Operating Officer

Job Description: Recruitment Advisor (Maternity Cover)

ACCOUNTABLE TO:

Director of HR

GRADE:

NT3 on the Operations, Professional and Support (OPS) Staff Salary Scales

CORE PURPOSE:

The people at Truro School are at the heart of the community we serve, and this role is critical to the HR team as we attract, retain and support the right people to continue to strengthen both Truro School and Truro School Enterprises.

This role reports to the Director of HR and is the first point of contact for both candidates and managers in respect of recruitment processes at Truro School, both at our Prep and Senior School, and for both teaching and OPS (Operational, Professional and Support) staff. This role is key in ensuring that we have a professional and welcoming approach to recruitment, selection and onboarding across the School and ensuring Truro School is recognised internally and externally as a great place to work.

KEY RESPONSIBILITIES

Strategy

- With the Director of HR, support the People agenda as set out in the 5 year Strategic plan and Annual Development plans, especially with regards to our recruitment strategy within that.
- Work with the Director of HR to translate the HR recruitment strategy into day-to-day practicalities by managing and monitoring the recruitment and onboarding process, within our wider operational HR systems and processes, to maximise efficiency.
- To continually improve the recruitment aspect of the HR function and drive efficient and effective working practices throughout the School, training and equipping line managers, and ensuring that a high quality HR service is provided consistently so that we recruit, develop and retain the best people.

Recruitment and Selection

- Lead and co-ordinate the whole school HR recruitment processes ensuring they are carried out in accordance with Truro School Recruitment and Selection policies, with safer recruitment at the centre of what we do – including but not exclusively:
    - ensuring the line manager has recruitment authorisation
    - relevant job descriptions are in place
    - necessary interviews/selection process takes place
    - taking the safer recruitment lead on recruitment panels when necessary
    - references, DBS and other pre-employment checks are in place
    - SCR is up-to-date
    - accurate offer letters and contracts of employment are written
    - induction (day 1 to 60) takes place in a timely manner

Data Management and Reporting

- Maintain an accurate Single Central Record (SCR), keeping up to date with legislation and in accordance with ISI requirements.

- Maintain electronic and hard copy personnel files, in conjunction with the other members of the HR team, Payroll Accountant, the Head's Personal Assistant at the Senior School and the Head's Personal Assistant at Truro School Prep.
- As part of the HR team, support and develop other HR processes and practices for all staff in line with current legislation and best practice.
- As part of the HR team, support absence monitoring, providing guidance to line managers on managing attendance, and supporting absence meetings where necessary

Employee Relations

- Build effective relationships with staff at all levels of the organisation, and promote a positive HR culture within the School.
- Where necessary, support other members of the HR team to provide professional HR support to line managers and individual members of staff on HR process and legislative matters. This might include employment relations matters, including conduct, grievance and disciplinary investigations and hearings when necessary.

And, where necessary, support other members of the HR team to provide support and guidance for line mangers with the staff appraisal process for OPS staff at the Prep and Senior School and ensure that line managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively.

Compliance

- With the Director of HR, accurately maintain the SCR, ensuring all recruitment and vetting checks are complete and accurately recorded and the SCR is fully compliant with ISI and safeguarding regulations.
- Monitor the processing of DBS applications, and all other pre-employment vetting and safeguarding checks.
- Keep up to date with changes in employment legislation, guidance and best practice, and with the Director of HR developing the School's policies and advising line managers accordingly.
- With the Director of HR, review and keep the HR related policies and procedures up to date, including the Staff Handbook – but lead on any policies regarding the recruitment of staff.

And, where necessary, support other members of the HR team with wellbeing initiatives across the whole school – helping to create a culture of good mental health and wellbeing support for all staff.

General HR Administration

- Complete a range of HR and Employment related paperwork and produce various HR letters and contracts.
- Support the team with other processes regarding staff changes and leaving documentation.
- Assist and support with HR projects/consultations as and when required.
- Liaison with Payroll Accountant and Finance Director as necessary
- Attend and present as necessary at INSET, staff meetings and other meetings as required.

PERSON SPECIFICATION

Essential

- CIPD level 3 or above, or equivalent experience
- Experience of recruitment processes across all levels in an organisation
- Good knowledge of employment legislation and practical experience of its application
- Highly organised with effective administrative skills - proven ability to prioritise own workload

- Ability to produce and provide accurate and unambiguous advice and information, with sensitivity and care
- A highly effective communicator, tactful and diplomatic; emotionally intelligent
- Driven by service excellence, with meticulous attention to detail and commitment to quality
- Adaptable and flexible approach to job roles and responsibilities
- Proven ability to maintain the highest level of confidentiality
- Ability to coach, mentor and inspire others with energy and enthusiasm
- Clarity and logic of thought with the capacity to identify key issues
- Proven ability to be effective under pressure, dealing with multiple deadlines and priorities
- Sensitivity to the ethos of our Methodist independent school
- Good working knowledge of Microsoft Office applications and experience of effectively using databases

Desirable

- Previous successful experience in an educational environment
- Knowledge of education specific HR practices and agreements e.g, Safer recruitment and teaching contracts
- Good knowledge of current HR matters in education sector more generally
- Experience of managing effective relationships with employee representatives

ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with students
- This job description sets out the duties of this new post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check. We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.





Our Motto

Esse Quam Videri, meaning ‘to be, rather than to seem to be.’

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- Curiosity to always want to discover and learn more, academically and more widely too.
- Confidence to build resilience by learning from both successes and failures alike.
- Compassion to understand and champion the needs of others, in our community and beyond.
- Creativity to be imaginative in how we express ourselves and approach new challenges.
- Courage to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

53% of GCSE and iGCSE grades in 2026 awarded were 9-7 (or A*/A), with 19% at grade 9.

In the same year, we were pleased to report 49% of A-Levels were graded A*/A. Furthermore, 80% of all A-Level grades were graded at A*-B.

Further information can be found here:

GCSE results: www.truroschool.com/senior-school/academic/results

A Level results: A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups. Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.

TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Excellent pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Access to a wide range of books, magazines and DVDs through the School library

- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This role is a maternity cover position working full time, 37.5 hours per week, all year round. Monday to Friday 8:30am – 5:00pm with a 1-hour unpaid break.

Salary

The full-time salary is circa £27,700pa (dependent upon skills and experience).

Pension Scheme

Operational, Professional and Support (OPS) staff have a pension via L&G whereby the employee contributes a minimum of 5% to their pension and the school will make a 10% contribution.

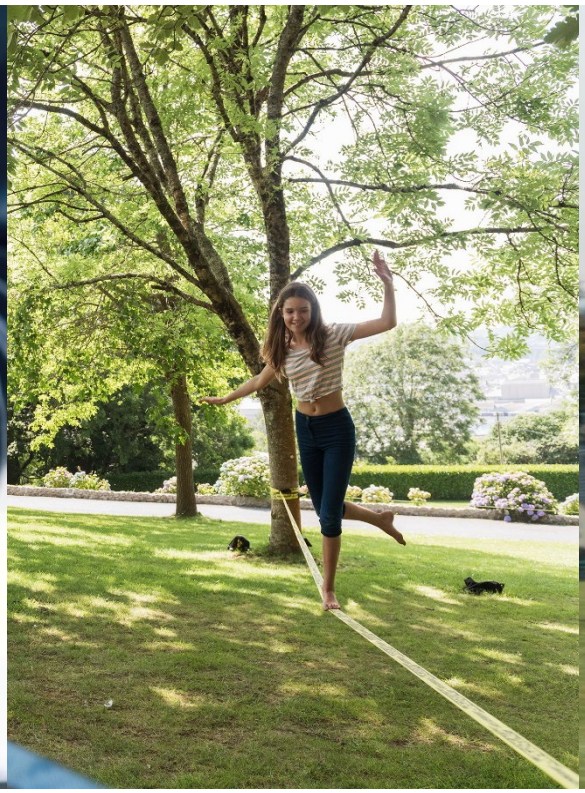
Employee Assistance Program/Employee Benefits Platform-

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks -Recruitme

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form




APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.