

PERSON SPECIFICATION FOR RECRUITMENT ADVISERS

All recruitment advisers must

- be a practising Catholic.
- be a current serving, or recently¹ retired, headteacher or CEO of a diocesan school/MAT.
- have gained at least a grade two in each of the previous s5/s8 and diocesan inspections.
- commit to diocesan training meetings each year.
- respect the absolute requirement of confidentiality.
- apply the diocesan guidance faithfully, scrupulously, accurately and fairly.
- be committed to, and publically supportive of, diocesan policies and processes.

The recruitment adviser supports the board/governing body through the full recruitment process by

- agreeing the job description and person specification.
- shaping the assessment exercises to reflect the specific circumstances of the school.
- providing the professional experience and ability to judge candidates' relative strengths on leading teaching and leadership, and expertise on their suitability for the post.

¹ 'Recently' means within the last three years