# THE LEADING APPLICANT TRACKING SYSTEM FOR SCHOOLS, COLLEGES & MATS.





mynewterm.com

## WELCOME from our Founder, Wayne Cartmel.

On behalf of the team, I am delighted to welcome you to MyNewTerm.



With ever increasing budget pressures, schools are still faced all too regularly with spending a fortune to advertise vacancies and recruit staff. In today's digital world, why then do we make it so difficult for candidates to apply directly? As a qualified secondary maths teacher, it was at the point I decided to apply for my next teaching position that I encountered the repetitive process to apply for school vacancies on individualised, often poorly formatted, application forms. The process, I was to find, was the very reason many of my colleagues simply gave up or preferred the 'agency route', inevitably costing schools thousands in finders fees.

### Our mission is to connect schools and candidates directly via a fully compliant standardised application process.

It's a win-win. MyNewTerm helps employers to increase candidate attraction and save on the cost to recruit, while also making it so much easier for all candidates to apply online, from any device.

Following formal launch in September 2018, we are delighted to have welcomed tens of thousands of teachers, leaders and support staff to apply directly to schools online via the fully Keeping Children Safe in Education and GDPR compliant process. MyNewTerm provides employers with an efficient recruitment software solution to instantly advertise opportunities, showcase as an employer of choice and manage candidate applications online via the fully end-to-end Applicant Tracking System (ATS).

"With ever increasing budget pressures, schools are still faced all too regularly with spending a fortune to advertise vacancies and recruit staff. In today's digital world, why then do we make it so difficult for candidates to apply directly?"

The bespoke MyNewTerm technology application has been developed in collaboration with leading academics at the University of Bedfordshire and Open University, specifically for the education sector. Whether your schools find it straightforward or difficult to recruit, it really doesn't matter and it could not be easier to implement the flexible technology solution for all schools and/or centrally.

We pride ourselves on the highest levels of customer service and with an in-house development team, we are incredibly quick to react to feedback and development suggestions. Some of our candidate and employer testimonials are referenced in this guide, but I would encourage you to read our hundreds of reviews available on our website.

Recruitment in education has been broken for a long time. Our aim is to change just that and we hope you can join us on our journey by partnering with us.

We look forward to hearing from you.

## WAYNE CARTMEL

Founder & CEO





# MY NEW TERM MAT PARTNERS.



# WHY MOVE YOUR RECRUITMENT ONLINE?



# 1. IMPROVE EFFICIENCY.

Save time by moving to an online system to manage all recruitment. Post instant adverts, easily track and monitor all candidate applications via the Applicant Tracking System (ATS), set up a live feed API on your school and/or trust website(s), encourage candidates to join your Talent Pool and so much more. 2.ENSURE COMPLIANCE.

An independently verified GDPR & Keeping Children Safe in Education (KCSIE) application process enabling all stakeholders to benefit from complete peace of mind.



## 3. INCREASE CANDIDATE ATTRACTION.

Brand your careers page(s), showcase as an employer of choice and empower candidates to apply direct, from any device. Use the Applicant Tracking System to provide personalised application status updates, schedule interviews and request references all via the system.



# KEY FEATURES & BENEFITS:







BRANDED CAREERS PAGES.











# ALSO:

- Applications GDPR & KCSIE Compliant
- Automated Indexing on Google Jobs
- Candidate Messaging
- Criminal Convictions
   Disclosure
- Instant Job Adverts
- Invite to Interview Checklist
- Increased Candidate Attraction
- MAT Visibility
- MAT Job Moderation
- Personalised Email
   Templates
- User Management Permissions

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## LIVE FEED WEBSITE API.

# BRANDED CAREER PAGES.

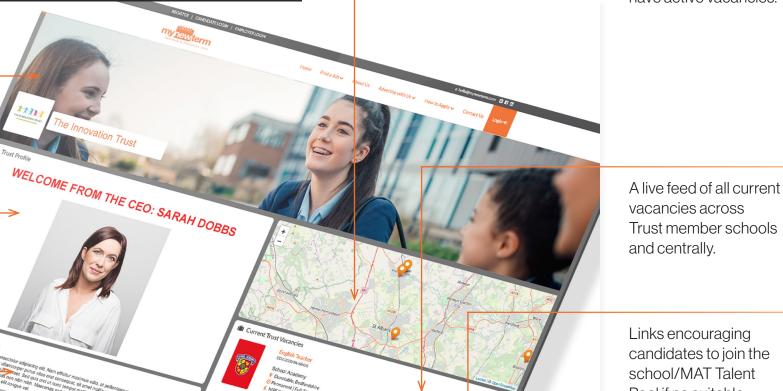
An interactive map view of all schools also highlighting which schools have active vacancies.

Fully customisable banner photo and logo upload options.

Prospectus mynewterm.com

An editable description introduction to the Trust.

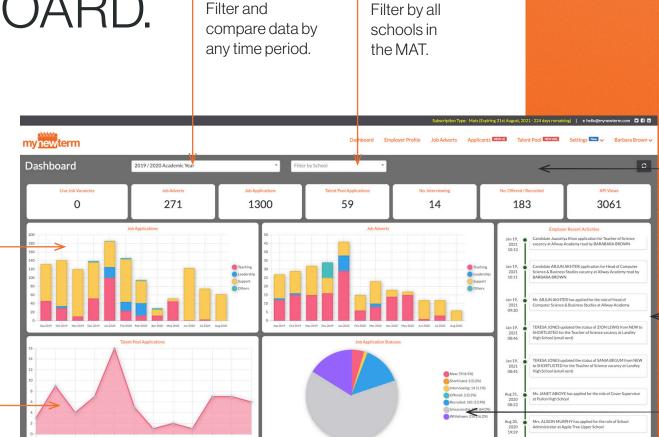
Links to the Career Page(s) for all schools within the Trust automatically linked to DfE data.



candidates to join the school/MAT Talent Pool if no suitable vacancies are currently advertised matching their requirements.







Top level summary statistics available to view and compare for different time-periods and schools across the MAT.

A timeline record of activity across all schools and centrally.

A live overview of where all candidates are in the application process – full details available in the ATS.

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View the number of Job Adverts & Candidate Applications as a breakdown by Teaching, Leadership & Professional & Support roles.

Actively encourage candidates to join the Talent Pool for schools and / or the MAT.

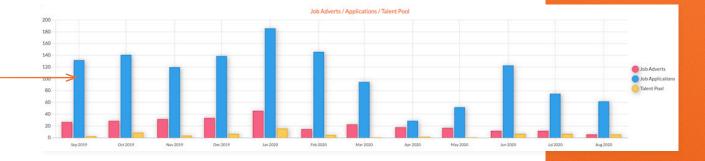
Prospectus mynewterm.com

# FILTER & TRACK MARKETING ACTIVITY.

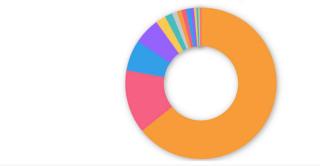


Compare the number of Job Adverts v Job Applications v Talent Pool applications (filter by any time period and/ or school).

Prospectus mynewterm.com



Vacancy Source (leads)



MyNewTerm website: 836 (64.3%) MyNewTerm email: 176 (13.5%) Word of rettine 04 School/trust website: 73 (5.6%) Other: 28 (2.2%) Referral: 21 (1.6%) MyNewTerm Facebook page: 14 (1.1%) Event: 13 (1.0%) Facebook: 13 (1.0%) Twitter: 12 (0.9%) Other website: 10(0.8%) MyNewTerm LinkedIn page: 6 (0.5%) MyNewTerm Twitter page: 6 (0.5%) LinkedIn: 3 (0.2%) Other social media: 3 (0.2%) Newspaper: 0

Track the success of your marketing. A live summary detailing where candidates first saw your vacancy advertised.

**…** 



Save time by

#### Trust website

School 2

School 3 School 4

School 5

School 6

School 1

#### Vacancies adding the live feed API to your MAT Vacancie We currently have 9 vacancies available at Allway Aca website vacancies **Teacher of Science** page. Includes an EDV/2020/CA/59167 Allway Academy are seeking to employ a Teacher of Science to join our team at this exciting time as we grow. This post is truly exciting automated list and as we shape our new school and grow our team. I would.. O Permanent | Full-Time map feed of all MPS/LIPS vacancies across Expiring Today + Apply by Midday, Wednesday 20th Jan, 2021 + Job start: September 2021 the Trust. **Teacher of Religious Studies & Citizenship** EDV/2020/CA/45332 Allway Academy are seeking to employ a Teacher of Religious Studies & Citizenship to join our team at this exciting time as we grow. This post is truly exciting as we shape our new school and... Permanent | Full-Time £ MPS/UPS Expiring Today • Apply by Midday, Wednesday 20th Jan, 2021 • Job start: September 2021 **Teacher of French** Always encourage candidates to join the School / MAT Talent Pool even Track the success and number of API when you are not hits to each school and Trust website actively recruiting! via the Analytics Dashboard. School API Hits

RELATED PAGES

LIVEFEEDAPI FORSCHOOL & MAT WEBSITES.

#### School website

#### **Teacher of French** EDV/2020/CA/49408 Allway Academy Allway Academy are seeking to employ a Teacher of French to join our team at this exciting time as we grow. This post is truly exciting as we shape our new school and grow our team. I would... Permanent | Full-Time

£ MPS/UPS

Expiring Today - Apply by Midday, Wednesday 20th Jan, 2021 - Job start: September 2021

If we do not have any vacancies matching your interests, please join our Ta



Add the live feed API to all school websites. This displays vacancies for each school at the top followed by **all** opportunities across the Trust (ordered by distance from the school where the API is embedded).



JOB ADVER	TS.	View a live summary of reach for all vacancies of how many people have seen / viewed / applied for each job vacancy at MyNewTerm.	
Expired Jobs		Subscription Type: Mats (Expiring 31 st August, 2021 - 223 days remaining)   e helloger Dashboard Employer Profile Job Adverts Applicants (NEW 80) Talent Pool (NEW/86) Settings (New 5 Search Able: Exam Invigilator Casual Export as Ex	Barbara Brown
S/N JOB POSITION	LT SEEN O LT VIEWS O	If APPL It POSTED DATE If EXPIRY DATE If ADDED BY If	ACTION
1 Exam Invigilator, Casual COV/2020/000022222 Apple Tree Upper School	13744 3	Shor Inter Offer Recr	ruited: 1 uccessful: 3
<b>POPULAR FEATURE FO</b>	D MATS.		

View all candidate vacancy and easily update statuses notify candidates.

Easily **REPOST** vacancies at the click of a button. Simply review/edit the previous advert, add in a new closing date and click post!

### ULAR FEATURE FUR MATS:

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A popular feature allowing MATs the option to **MODERATE** school vacancies before going live at MyNewTerm.

Schedule vacancies in advance or post to go live instantly. Vacancies will automatically expire on the date / time specified.

View a summary overview of where all candidates are in the application process. Download as a summary PDF for ease of shortlisting.

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# ONLINE APPLICATIONS.

# Keeping Children Safe in Education (KCSIE) and GDPR compliant

Independently verified as fully KCSIE and GDPR compliant. Data protection notices to candidates communicated throughout the application process and tailored for schools & MATs respectively.

### **Increase Candidate Attraction**

Candidates can complete their application online, from any device. It saves their profile making it much easier to apply for future opportunities. Read hundreds of our 5\* independent candidate testimonials online at MyNewTerm!

### **Branded with School & MAT logos**

Each online application form will have both the school and MAT logos displayed.

Printed June 16th,	2020
Northeast State	

Part 1: Information for Shortlisting & Interviewing CANDIDATE REFERENCE: EDV/2020/CNCSASSC/45634-000

TEACHING ASSISTANT

EDV/2020/CNCSASSC/45634-000

\* \* \* } }

#### The St Thomas Catholic Academies Trust is in the Diocese of Northampton within the Local Authority of Luton

#### Data Protection Notice

Throughout this application you are asked for some personal data about you. The St Thomas Catholic Academies Trust will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given your consent;
- The St Thomas Catholic Academies Trust must process it to comply with their legal obligations;
- The St Thomas Catholic Academies Trust must process it to perform a task in the public interest; or
- The St Thomas Catholic Academies Trust must process it for their legitimate interests

You will find more information about how The St Thomas Catholic Academies Trust uses your personal data in their privacy notice for job applicants.

#### **1. WORK ELIGIBILITY**

Qualified Teacher Status: QTS (obtained)

#### 2. EMPLOYMENT HISTORY

Employer: Company A, OX1 4FF Job Title: Education Adviser

#### Main Duties:

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Reason for Leaving: Still in post Salary: £35,000 + bonus

Start Date: August 2015 End Date: Present

Employer: Secondary School 2, LU5 7QP Job Title: Teacher of Mathematics

Main Duties:

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specime hook. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Page 1 of 11

Reason for Leaving: New opportunity Salary: MPS5

Start Date: July 2014 End Date: August 2015

Employer: Secondary School 1, SG148NG

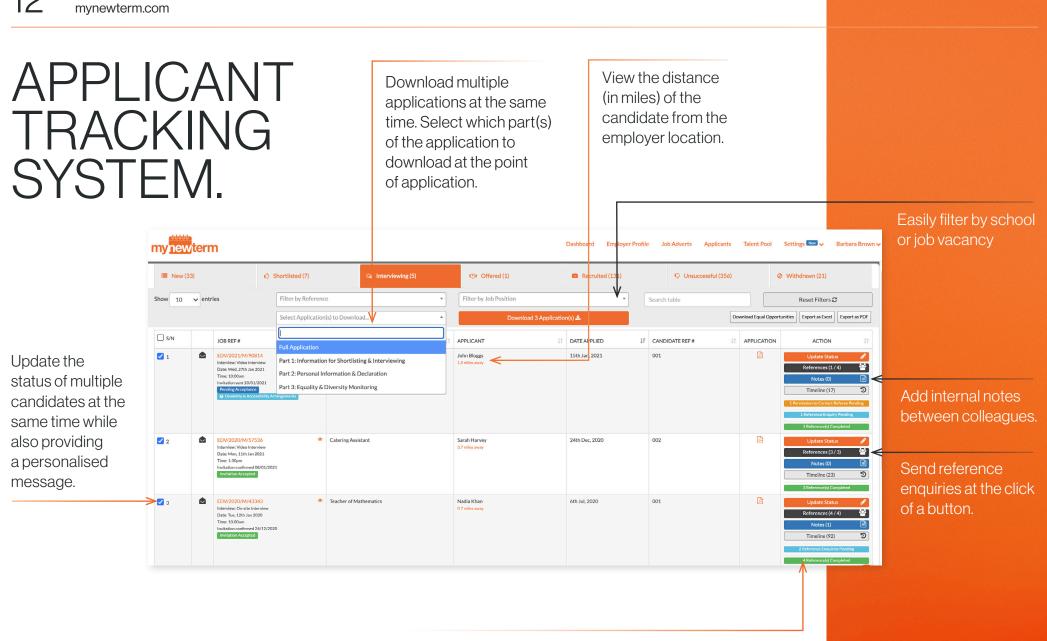
Part 1: Information for Shortlisting & Interviewing

Cardinal Newman Catholic School A Specialist Science College

### Reduce Unconscious Bias in Your Recruitment Process

Applications can easily be separated at the point of download, so no candidate personal data is available to the shortlisting & interviewing panel(s), only a unique reference number.





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View a timeline of all activity throughout the application process and add internal notes to each candidate if multiple employer users manage the process.

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APPLIC SUMM/				cano blino	ference # for each didate to facilitate d shortlisting of all lications.	
	my	n			Received o	
A summary overview of key statistics from the job advertisement.	<ul> <li>EMPLOYER: JOB TITLE: POSTED DATE: CLOSED DATE: NUMBER OF DAYS LIVE: SEEN: VIEWS: APPLICATIONS: AVERAGE DISTANCE:</li> </ul>		Watermillock Primary Sch IT Support Technician 6th November, 2020 11:59pm, 17th Novembe 11 days 5,559 1,420 6 6.2 miles			
	S/N	APPLICANT	DATE APPLIED	CANDIDATE REF #	SOURCE OF VACANCY	
	1	ADEEL AHMED 17.2 miles away	8th Nov, 2020	001	MyNewTerm website	
	2	LI WONG 14.4 miles away	8th Nov, 2020	002	MyNewTerm website	
View the distance	3	BEN COOK 0.1 miles away	10th Nov, 2020	003	Word of mouth, My Partner informed me	
of candidates to the employer.	4	BHAVANI PATEL 0.7 miles away	17th Nov, 2020	004	Event, school	

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ce # for each e to facilitate rtlisting of all ons.

MyNewTerm website

MyNewTerm website

Received on: November 24th, 2020 11:58am

**STATUS** 

Interviewing Date: 23rd Nov, 2020 Time: 10:30am Invitation Declined

Unsuccessful

Unsuccessful

Interviewing

Unsuccessful

Interviewing

Date: 23rd Nov, 2020 Time: 11:30am Invitation Accepte

Time: 9:30am

Date: 23rd Nov, 2020

### View the source of where candidates first saw the vacancy advertised.

A useful summary of scheduled interview date(s) and time(s) for the interview panel.

17th Nov, 2020

17th Nov, 2020

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SANDRA WILLIAMS

JASON THOMSON

2.7 miles away

1.7 miles away

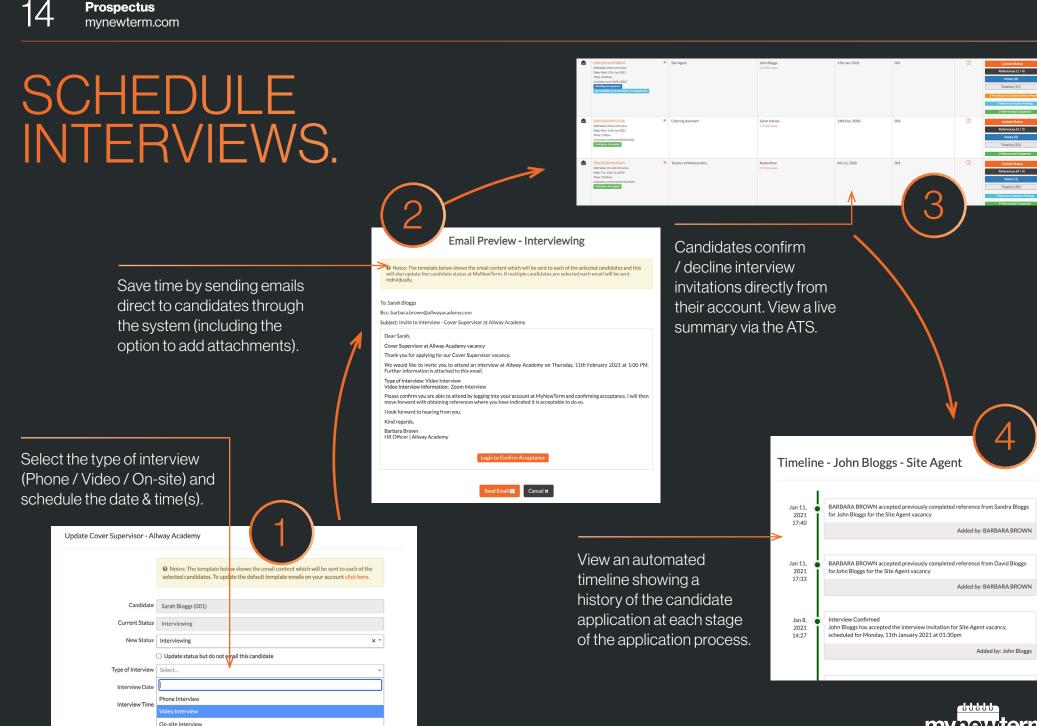
Page 1 of 1

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Prospectus mynewterm.com

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# REQUEST REFERENCES.

Referencing Email Preview - Joh

O Notes: The template below shows the email content which will be sent to the selected referee

To: John Bloggs (iohnbloggs@email.com Subject: Private & Confidential - Reference Enquiry

#### Dear John Bloggs.

Request reference for Sarah Bloggs Sarah Bloggs has applied for a post at Allway Academy and has given your name as a referee. I would be grateful if you could provide an assessment of their suitability for the post by completing the online reference request form via the link helow

To avoid any delay in the recruitment process I would be grateful if you could please return by Tuesday 26th January, 2021.

If possible, we would prefer if you are able to complete and submit the online form. You are able to save and return later if required. If it is your company policy to only provide a letter reference, please also click the link below to submit but instead select the 'Upload' button to submit instead.

Thanks in advance for your time and assistance Warm regards.

Barbara Brown HR Officer | Allway Academ

Easily track and download all reference enquiries from the Applicant Tracking System.

Preview: Reference Enquiry for Sarah Blogg

Sarah Blogg

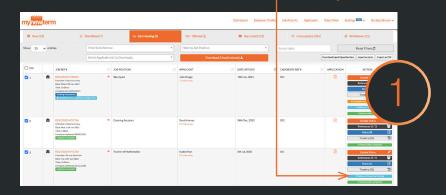
Referees easily complete the reference enquiries online, from any device. An additional option to upload references if they have a standardised procedure.



Automated reminders to referees and a detailed audit trail.



View an overview of pending and completed reference enquiries via the Applicant Tracking System.



# EQUAL OPPORTUNITIES MONITORING.

### Offered Unsuccessfu Equal Opportunities Monitoring Data Easily filter the anonymous male: 1054 (81.1% data by status. Male: 231 (17.8%) efer not to say: 14 (1.) Other: 1 (0.1%) Manufacture surveyed surveyed surveyed surveyed surveyed and surveye Veneto National Veneto North North North North North Color NON-ODAL istian: 401 (30.8%) Prefer not to say: 97 (7.5%) efer not to say: 96 (7.4%) Bisexual: 21 (1.6%) Her: 42 (3.2%) Other: 8 (0.6%) ndu: 23 (1.8%) Gay: 5 (0.4%) kh: 6 (0.5%) ddhist: 4 (0.3%) wish: 1 (0.1%) Prefer not to say: 6 (20.7%) Physical impairment: 6 (20,7%) Prefer not to say: 39 (3 Other: 5 (17.2%) Ves: 25/2 0% Learning disability/difficulty: 0 ther: 0

New

Shortlisted Interviewin

#### Part 3: Equality & Diversity Monitoring

#### CANDIDATE REFERENCE: EDV/2020/CNCSASSC/45634-00

Public sector employers are bound by the Public Sector Equality Duty under the Equality Act 2010 to promote equality for everyone. To assess whether employers are meeting this duty, whether policies are effective and to ensure compliance with relevant legislation, employers need to know the information requested below. This section will be separated from your application and will not be used for selection purposes.

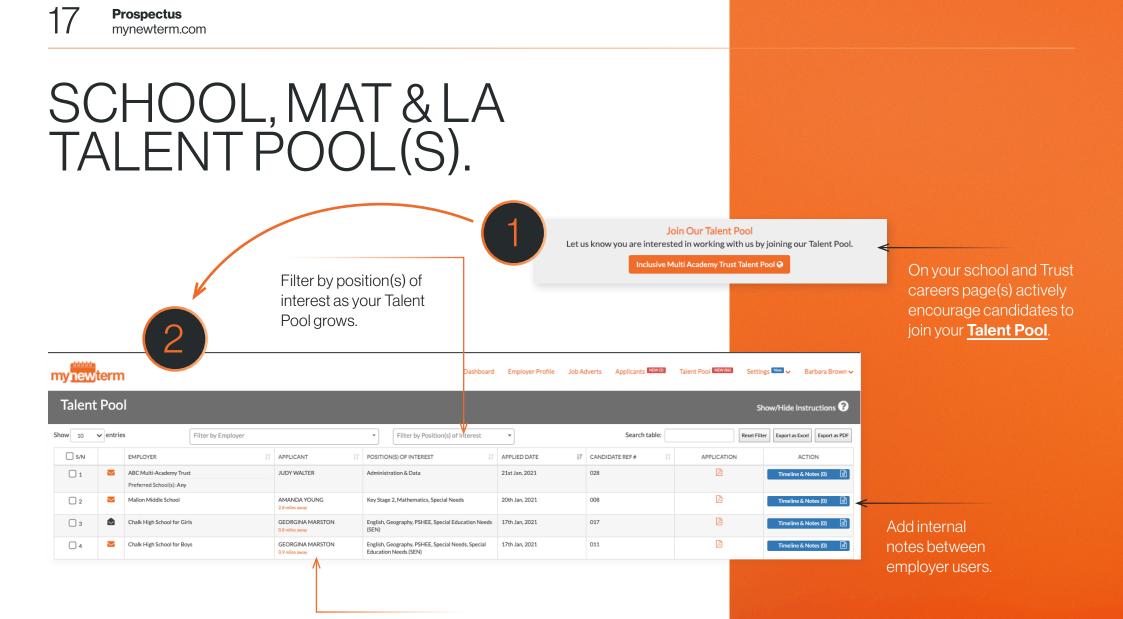
This information will not be used during the selection process. It will be used for monitoring purposes only.

#### 12. EQUALITY & DIVERSITY MONITORING

Date of Birth: 07-11-1989 Cultural/Ethnic Origin: White/British Gender: Male Sexual Orientation: Heterosexual/Straight Religion/Belief: Prefer not to say Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?: Yes Please state the type of impairment: Physical impairment, Learning disability/difficulty

> A dashboard populating anonymous Equal Opportunities monitoring data. Filter and compare the statuses of candidate applications. A useful report for leadership, governor and trustee meetings. Some employers also choose to publish this anonymous data for external stakeholders.





Filter by school / trust and see the distance of candidates from the employer.



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# CANDIDATE ACCOUNT & NOTIFICATIONS.

Candidates can update and edit their profile at anytime, from any device.

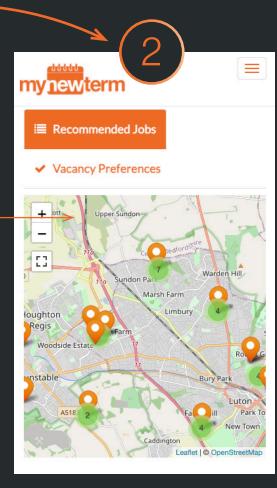
Candidates can save jobs and receive automated reminders when vacancies are due to close for applications.



Candidates enter postcode(s) + a radius along with vacancy categories of interest. They receive job alerts and can view both a list and map view from their Recommended Jobs menu.

Candidates can view the status of applications, confirm/decline interview invitations, complete draft applications and withdraw from roles if required, all via their dashboard.

Candidates can search and apply to the Talent Pool for registered schools and MATs at MyNewTerm.





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# WHAT DO CANDIDATES SAY ABOUT US?

"My experience using 'My New Term' is excellent. I feel that all my personal information is very safe and I am kept up to date with job opportunities. It's good to track the progress of my application and the whole process is so straight-forward. Thank you."

### LINDA ART TEACHER

\*\*\*\*

"Website is easy to navigate and once your details are entered on the profile it remembers you. Love the talent pool feature. Much easier to apply via MyNewTerm than previously."

PENNY TEACHING ASSISTANT

\*\*\*\*

"Very simple procedure. Excellent service. Everything in one place."

### SAIRA EARLY YEARS WORKER

\*\*\*\*\*

"MyNewTerm offered an easy to navigate website, which listed all the available vacancies for your chosen criteria. It was also very helpful to know the status of your application and when employers had seen or downloaded it. Luckily I had numerous interviews that resulted in many job offers, a great position to be in!! Thank you MyNewTerm!!"

ASIYA SEN TEACHING ASSISTANT

\*\*\*\*

"MyNewTerm is a very effective way to apply for jobs, local and distant. MyNewTerm's methods of communication are ideal as they send regular updates via email and on your profile."

DEVINA PRIMARY TEACHER

\*\*\*\*

"A lot easier than trawling through job boards where you end up with pages of irrelevant jobs. Fill out your information once and you only have to update it after that. Saves a lot of time and effort."

SANDRA MIDDAY SUPERVISOR

\*\*\*\*

"So easy to use, making good applications much easier to get straight to the relevant person."

## IAN DEPUTY HEADTEACHER

\*\*\*\*

"Easy to apply for jobs. Best thing is you don't have to keep filling out the application forms as its already done, apart from completing your personal statement which is understandable as every role you apply for differs. Would definitely recommend to others."

HALEEMA OFFICE MANAGER

\*\*\*\*



# EMPLOYER TESTIMONIALS.



"At BEST we have really benefited from moving all our recruitment over to MyNewTerm–it improves our ability to promote ourselves in a challenging market place and is a significant step up from our old system. Aligned to that MyNewTerm are continually innovating and we are direct beneficiaries of this."

### CRAIG SMITH

Chief Operating Officer | Bedfordshire Schools Trust (10 schools & 3 nurseries)



"Your help has been invaluable as we seek cost effective and efficient methods of advertising and recruiting staff. You have been a great help to schools within our Trust, schools about to join our Trust and some of Teaching School partner schools across Bedfordshire. Recruitment is difficult for everyone at the moment and I appreciate the moral purpose and determination behind your work. Keep it up!"

### **ADRIAN ROGERS**

Chief Executive Officer | The Chiltern Learning Trust (11 schools)



"MyNewTerm was easy for us to use from the start and has really helped to streamline the recruitment process across the Trust. The platform has the ability to analyse interest in posts advertised and to communicate with applicants all in one place. Wayne and his team are always available to help and we really appreciate their attention to detail."

### LOUISE MOORE

HR Director | 5 Dimensions Trust (2 schools)



"I am so very pleased that we decided to start working with MyNewTerm in 2020. Their service has quickly and easily become a key driver of our approach to recruitment and retention. The business managers across our 21 schools spread around the Cambridgeshire and Suffolk regions have all found the introduction of the system very straightforward, and we are starting to see a significant improvement in the number and quality of applications we have for every vacancy both in teaching and support staff roles across the Trust."

## JAN STEEL

Director of HR | The Active Learning Trust (21 schools)



"Our Trust – DEMAT – is a unique organisation, consisting of 39 diverse primary schools with distinctive communities, spread across Norfolk, Suffolk, Peterborough and Cambridgeshire. After introducing My New Term to our schools around a year ago, our recruitment process has become considerably more effective; with the range and volume of applicants across all of our vacancies (both teaching and support roles) far greater than before. Our schools are very engaged with the tools and features provided by My New Term and feedback on the system has been fantastic!"

### EMMA BUTTERWORTH

HR Manager | The Diocese of Ely Multi-Academy Trust (39 schools)



# REQUESTADEMO

sales@mynewterm.com01582316990mynewterm.com

We look forward to hearing from you!





