

Referral Scheme



Ark is always looking for excellent staff – and you may know other great existing teachers, leaders and support staff who would like to work for an Ark school or within the Ark central office. We know many people refer great staff just to help support their school and network but we have a referral scheme set up to reward your help as well! Here are the details:

What: Refer a candidate from outside the network to Ark. If the candidate who you suggest is successful in being offered (and accepting) a role, you will be rewarded with £200 that will be paid by Ark as a one-off payment through payroll. For any principal or headteacher you refer who is successfully appointed, you will receive a £1,000 payment.

Why: Ark would like to reward staff who refer candidates for permanent vacancies in all Ark academies and the central office. It makes sense to help reduce recruitment costs and it's often true that excellent staff know other excellent staff.

Who: All staff except HR/Recruitment team are eligible for the £200 and £1,000 payment. Principals and headteachers are eligible for the £1,000 payment for referring another headteacher or principal but not for the £200 payment referring teachers or operational staff.

How: Send the details of the person you want to refer to referrals@arkonline.org or call the recruitment team on 0203 116 6345. When a candidate applies for a job, they must also write down your name on their application form/inform the recruitment team of where they heard about the role.

FAQs

So, can anyone get the incentive? Sadly no: academy staff, central office staff (excluding HR and Recruitment) and senior leaders are eligible, but not Principals or Headteachers (except in the case of referring another principal or headteacher). Additionally, referrals of immediate family members are appreciated but will not be eligible for payments.

What happens if two people refer the same candidate? First come, first served! It will be the first person to refer a candidate who will be eligible for the incentive. Also, please note that the referral must be made before the candidate is appointed.

Can we refer someone for any job? The role must be a contract, permanent or apprentice. Unfortunately referring someone to our ATT programme doesn't qualify for vouchers because it is a training programme. Frontline and Future Leaders referrals are also ineligible, as they are separate organisations from Ark.

If I refer someone for a role, do they still have to follow the standard recruitment process? Yes. While we appreciate being made aware of great people, all candidates must follow a full recruitment process.

If I know someone who would be great for a role coming up within my school, do we still have to advertise the role externally? Yes. While this person may end up being the most suitable candidate, all vacancies must (at minimum) be advertised on the Ark and individual academy's websites.

Can I refer someone who already works within the network? No, we will only reward employees who suggest a candidate currently working outside the network.

Will you confirm the referral with the candidate? Yes, the candidate has to mention your name on his/her application.

What if there's no job available but I think someone is a really good fit for Ark? Contact us anyway! The recruitment team is building a talent pool of people who are interested in working for us, and we'd love to add your candidate's name. Then, if an appropriate role becomes available, we contact people in the pool.

What information should I tell you about the candidate for the talent pool? We need the candidate's full contact details, information about their work background and details of which role (or type of role) they would suit.

Can I refer more than one person in a school/academic year? Yes!