



**ASTRUM**  
Multi-Academy Trust

**REFER A  
FRIEND  
SCHEME**

**“Empowering  
Everyone,  
Achieving  
Together”**



**Help us grow our Astrum family! Refer a friend to join the incredible team at Astrum Multi-Academy Trust, where every day we make a difference in the lives of pupils with special needs.**

- 1 Referring Non-teaching Support staff - Receive £200 reward on each payment via bank transfer.
- 2 Referring Teaching/Classroom Support staff - Receive £500 reward on each payment via bank transfer.
- 3 Payments are made once the candidate has either passed probation or been on full time continuous employment for a minimum of 4 weeks following an offer of employment.



[View our Refer a Friend Scheme](#)



## How many times can I use this scheme and what happens when two people recommend for some candidates?

There is no restriction on the number of times you can use the scheme and you can recommend only once for the candidate. If two candidates are selected by multiple people, the recruitment will be that person to whom the relevant person offers the most people's support. There's no limit.

## What's the process for recommending a candidate?

The school will discuss the candidate with both yourself and your Headteacher and if to the satisfaction of both of you, will be in touch if the candidate is suitable for one of our current vacancies. Email the information to [recruitment@astrum-trust.org](mailto:recruitment@astrum-trust.org)

## When will I receive my reward?

Once the recruitment has taken place successfully completed, three months of employment, you will be rewarded by a number of the school staff involved from within our heads of the completed role to reflect your reward.

## Is there anything else I need to know?

In order to receive a reward, the recruitment candidate needs to be placed in the role they applied for within your school term. This means that if the role candidate you recommended is already applied for the position, you may need to wait a further year through as a few months may elapse until the next year starting a reward.

### Terms and conditions

1. The school accepts that it is the responsibility of the school staff to ensure that any use of the scheme is in accordance with the scheme's rules and conditions of use.
2. The school will not be held responsible for the actions of any person who uses the scheme for any purpose other than to help the school to recruit the best possible candidate.
3. If the person who uses the scheme is not a member of staff, the school will not be held responsible for any actions taken by the person who uses the scheme to help the school to recruit the best possible candidate.
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