



Search Associates

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From Senior Associate: David Cope
To: Heads of Schools

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LONDON-MAY RECRUITMENT FAIR – 1 - 3 MAY 2009

The Hilton London Paddington Hotel, London W2 1EE, UK.

Tel +44 20 7850 0500 Fax +44 20 7850 0600

Dates/Times

Heads of schools and other interviewers register at the Search Associates room in the hotel on Friday 1 May 2009, preferably between 9.00 am and 3.30 pm. Arrival on either Thursday night (30 April) or Friday morning (1 May) is recommended – you need the Friday to review candidates' files thoroughly. Individual consultation time with Search Associates will be available.

Provisional schedule

Friday 1 May:	6.30 pm	Brief recruiters' meeting, followed by Welcoming Reception.
Saturday 2 May:	8.45 - 9.30 am	Candidate briefings (recruiters <u>not</u> required to attend).
	10.00 - 11.45 am	Sign-up session, fixing interview times.
	All afternoon	series of 30-minute school presentations.
	7.00 - 9.00 pm	Reception for all recruiters and candidates.

Saturday after 11.45 am and throughout the day on Sunday: Individual interviews as arranged.

Sunday 3 May: 7.00 pm Dinner for recruiters and spouses, guests of David Cope.

Best departure time - not before Monday 4 May 2009.

Hotel charges

Settle direct with the hotel. Special Search Associates rates:

£ 175 single / £ 185 double per night for a standard room; £ 205 single / £ 215 double per night for a deluxe room;
£ 235 single / £ 245 double per night for an executive room; £ 339 per night for an executive suite.

The deluxe rooms, executive rooms and suites are the most suitable for interview purposes; however, recruiters may prefer to book one of the hotel's private meeting rooms for interviews (available on application to the hotel). All these rates include full English breakfast, but exclude VAT tax of 17.5%. Rates for executive rooms and suites include unlimited access to the Executive Lounge.

Hotel booking

Direct with the hotel, using the special **Hilton Online Reservations system** for the Search Associates London-May 2009 fair (http://www.hilton.com/en/hi/groups/personalized/LONDPHI_GSEAA/index.jhtml).

No travel agency intermediary please – the hotel's specially discounted room rates leave no room for agency commission.

Book early, **at the very latest by 29 March 2009.**

Travel

Make own arrangements early, as flights in and out of London can be very busy. The hotel is adjacent to Paddington mainline railway and underground stations.

Visa

EC passports and many others require no visa but, if in doubt, please check in good time.

Fair registration

If you have not already received an invitation to register online for the fair, e-mail David Cope to confirm your plans and request an invitation. **Registration no later than 31 March 2009 is greatly preferred. After that date recruiter places may well be limited.** The fair registration fee due is payable within 15 days of your online registration for the fair.

I look forward to welcoming you to the London-May 2009 Fair.

David Cope

SEARCH ASSOCIATES

LONDON-MAY 2009 RECRUITMENT FAIR

Conditions pertaining to Recruiters

1. Registering online for a recruiter place **by 31 March 2009** is requested. Later registrations may be possible if absolutely necessary – please contact David Cope as early as possible, preferably by e-mail to: dr.cope@virgin.net or by telephone: +44 1954 231 130.
2. Once you have registered and had your place confirmed, candidates expect your school to be there, so please do not withdraw.
3. The registration fee for the 2009 London-May fair is £ 350 sterling per school (one interviewer), with a further fee of £ 250 sterling for each additional interviewer payable. Fees are payable within 15 days of your online registration for a recruiter place at the fair.
4. All schools attending the 2009 London-May fair must have visited the Search Associates website (start on page http://www.search-associates.com/recruiters/school_application.cfm) and completed ALL sections of the School Information questionnaire there plus “Number and Type of Openings”. **Please keep updating your list of vacancies on your Search Associates web entry as necessary.** For any help or advice you may need, please e-mail dr.cope@virgin.net.
5. All recruiters must interview in the hotel and, to do so, require a hotel room or suite (rates on page 1). Recruiters from schools in the London area do not need to stay at the hotel, but must book either a bedroom, a suite or a day meeting room at the hotel for interview purposes.
6. The usual code of school and interview ethics applies. Please be entirely honest about the school, the post if known and all conditions. Uncertainty about whether or when a vacancy may emerge, and delay in communicating with candidates after the fair, are fully understandable and acceptable provided that they have been clearly explained to candidates at interview. Please let Search’s senior associates at the fair have the same information about any uncertainties and the expected timing of any later decisions.
7. Candidates will be told firmly that their word is their bond, and the same applies to interviewers. Verbal offers are binding. No candidate should be put under pressure to accept an offer before completing all London-May 2009 fair interviews, and giving candidates a longer period for consideration of an offer is preferable.
8. Registration for this fair involves an undertaking on the part of a school to meet a placement fee of £ 700 sterling for each Search Associates teacher candidate hired by the school. In the few cases where an administrative appointment is made (Head, Deputy, Principal, etc.) the placement fee due is £ 1180 sterling.
9. For all fee payments resulting from the London-May 2009 fair, settlement in pounds sterling (GBP) by direct bank transfer is always greatly preferred. Payment details are fully explained on fee invoices.

David Cope