

A photograph of two young girls clapping their hands on a grassy field. The girl on the left is wearing a striped shirt and glasses, and the girl on the right is wearing a white tank top. They are both smiling and looking at each other. In the background, other children and trees are visible, suggesting an outdoor school event.

COGNITA

# COGNITA SCHOOLS

Candidate Brief for the appointment  
of Reward Specialist at

COGNITA  
CELEBRATING 20 YEARS

# Discover purpose, create change


Welcome, and thank you for considering us. You're about to embark on a journey that could shape not only your career but the future of education.

At Cognita, we believe in the power of individuals to create a lasting impact. Joining us means being part of a community where your ideas, passion, and drive can truly make a difference.

This candidate pack is your guide to discovering how you can thrive with us.

## Inside this pack you'll discover:

- **About Cognita** – learn about what fuels us and keeps us moving forward.
- **Our people promise** – learn about the role you'll play and the impact you'll make with us.
- **Role overview** – understand how we see you contributing and explore what's expected of you.
- **Benefits** – discover the rewards of becoming part of Cognita.
- **Application process** – find out what's next and how to apply.


 We're excited to see how you'll help shape the future at Cognita. Good luck with your application – we can't wait to see what you'll bring.



About Cognita

# A world of schools connected by a single purpose

At Cognita, we don't just provide education – we create environments where students, teachers, and colleagues can truly thrive. As part of our global family, you'll join a unique community that's dedicated to shaping the future of education. Our purpose is simple yet powerful: to empower every individual to **thrive in a rapidly evolving world.**


 Want to understand the thread that connects our schools? See our Quality Framework on the next page.

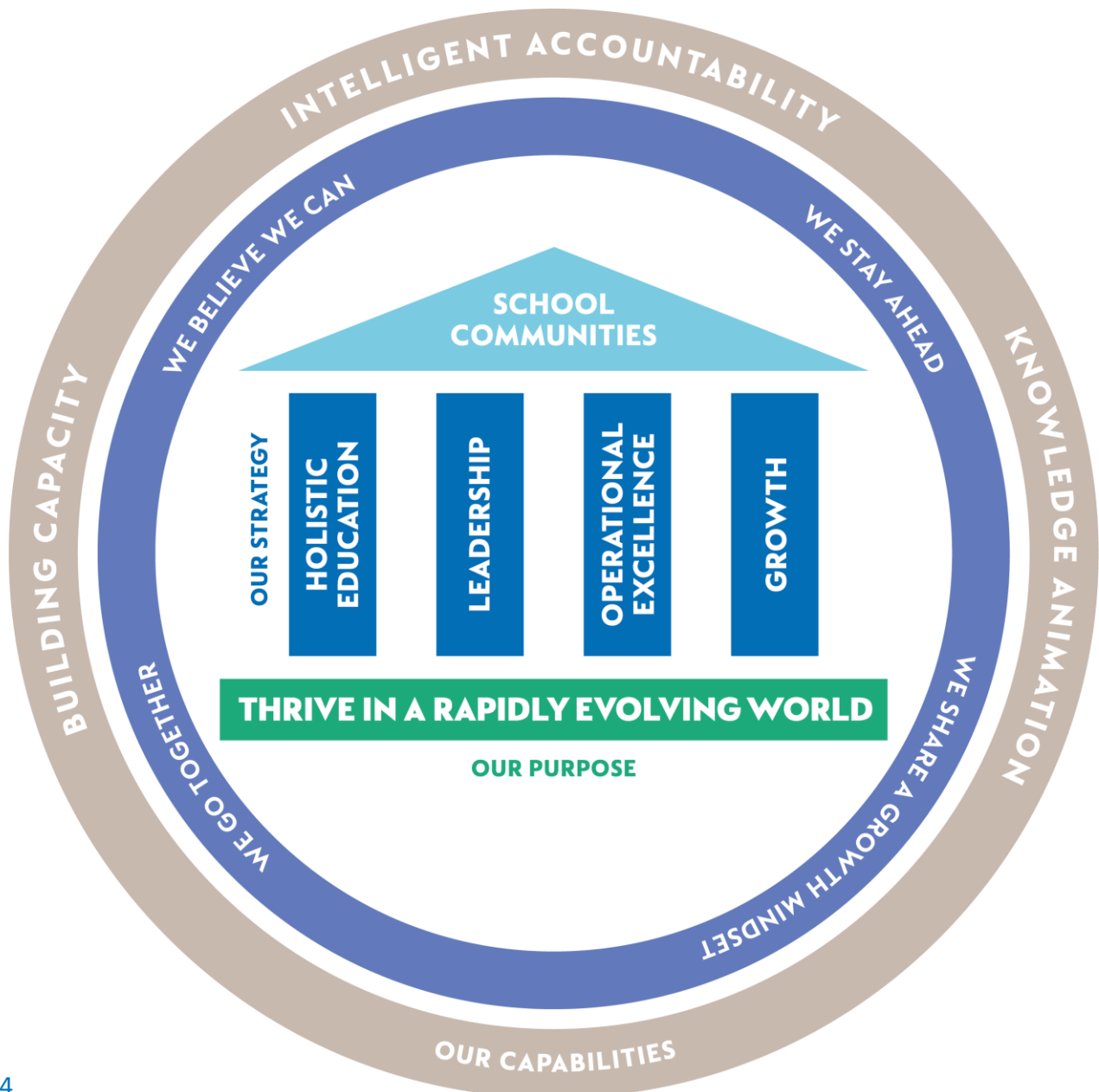
# Our Quality Framework

With the support of our Cognita Quality Framework, we ensure that every school maintains its unique identity while benefiting from shared best practices, knowledge, and a global commitment to excellence.

This framework is the golden thread that connects all our schools, helping us create world-class learning environments for everyone.

Every Cognita school is special to us, but we are united by our collective goals, passion for innovation, and commitment to progress. Together, we collaborate, embrace new challenges, and create meaningful change that benefits not only our schools but the communities around us.

 **Keep reading to understand the mindsets that empower us to thrive and brings all this to life.**



# Building a strong culture for an evolving world

For our extraordinary community to fulfil our purpose, we rely on the strength of our culture. We thrive and our students thrive when we go forward together, progress by facing challenge, anticipate the future, and stay open to new ideas and ways of working.

## Our Mindsets

Building a thriving culture isn't accidental – it's the result of intentional choices and actions we take every day. By living through our mindsets, we don't just shape the way we work – we build a culture that empowers us to drive purpose and create change so we can grow, succeed and make a lasting impact.

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### We go together

We are stronger together, as one global schools system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

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### We believe we can

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empowering others to do the same. We take ownership of our responsibilities and always believe there is a way.

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### We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently so that both our students and our business thrive today and tomorrow.

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### We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

 **Want to better understand the role you'll play and the impact you'll make with us? Have a look at the next page.**

Our promise to you

# Discover purpose, create change with us

We are a diverse community, united by a shared purpose: to **thrive in a rapidly evolving world.**


We empower every school, teacher, colleague and student to focus on what they do best.

As a dynamic, committed team in 90 schools in 21 countries, we move fast but securely and progress while maintaining high standards. Find diversity, autonomy, and challenge to build a purposeful career with a variety of opportunities both upwards and sideways.

Join a welcoming, supportive network of talented people who are resilient and driven to achieve. Embrace change and innovate thoughtfully, take in fresh perspectives to achieve ambitious goals and create an inclusive, sustainable future in education. Striving for excellence and encouraging one another, make your mark through intentional impact and creating meaningful change for children and our incredible school system.

Your voice matters in our collaborative, open environment. We show up for one another, care about everyone's well-being and value input from our whole school community. Our strength lies in our diverse and expansive collaboration, championing local ownership and creating opportunities through our differences.

Achieve more in a place that thinks ahead, is unafraid to do things differently, and welcomes new ideas. Create change, grow, care, and always find purpose in a place committed to helping you and everyone thrive.

 **Find out what this means for your role on the following pages...**



# Drive the strategic direction that powers educational excellence

At Cognita, every role is crucial to supporting the schools in our global network. Whether you work in operations, HR, finance, or any other key function, your contribution will help create environments where students and staff thrive. By driving efficient processes, innovation, and strategic initiatives, you'll be at the heart of our mission to deliver exceptional education worldwide.

## Discover purpose and create change with us:

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### Thrive in an extraordinary community

At Cognita, you'll work alongside talented professionals who share a passion for education and collaboration. You'll contribute to a global community that values collective achievements and works toward shared goals. Together, we ensure that our schools have the support they need to excel.

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### Create meaningful change every day

Your role will directly impact the success of our schools. Whether you're streamlining operations or developing new strategies, your work will contribute to the positive experiences of teachers and students. Every day, you'll see the real world results of your efforts and the difference they make across our schools.

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### Champion progress in education

At Cognita, we believe in staying ahead through innovation. In your role, you'll be encouraged to think creatively and implement solutions that support our school's evolving needs. With opportunities for professional growth, you'll stay at the forefront of best practices in education.

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### Learn and develop from new challenges

At Cognita, we view challenges as opportunities to grow. In your role, you'll tackle diverse tasks that push you to develop professionally while contributing to Cognita's success. Whether you're managing projects or supporting global initiatives, you'll be part of a team that encourages continuous learning and development.

# What you'll be doing

## Role purpose

To support the Senior Reward Manager, Europe & USA in the effective delivery of the annual reward processes and projects. Analysing data and providing clearly articulated insights and guidance that drives better decision making on pay and benefits.

This role will manage the implementation of the EU Pay Directive including reviewing job structures, creation of pay scales and pay bands, job evaluation and pay and benefit benchmarking.

## What you will be doing

- Provide pragmatic advice and guidance on a range of Reward & Benefits policies, to support understanding and ensure effective communication of good practice.
- Identify, design, recommend and implement solutions.
- Design and implement Reward KPIs to ensure Reward decisions are fair across the business and are aligned to the business strategy.
- Maintain reward information on the company intranet, internal publications, and external employee benefits portal.
- Monitor and analyse legislative and regulatory changes that impact compensation and benefit plans.
- Work in collaboration with the wider HR teams including payroll to ensure consistency of communication, policy & practice, and sharing of information.
- Build strong, credible relationships with Leaders across the business to coach and advise on Reward best practice.
- To perform other duties appropriate to the grading of the post as directed by the Senior Reward Manager or Chief People Officer.
- Always work inclusively, keeping Diversity & its' importance at the front of mind.
- Collate and analyse data to support annual pay budget process, salary changes and benefit design.
- Level jobs and recommend compensation levels taking into consideration internal and external benchmarking.
- Lead on the participation of reward surveys and analyse against internal data to ensure market competitiveness.
- Lead on gender pay gap reporting activity, both the legislative requirement in the UK as well as being the lead on the global internal project, working with Exec stakeholders to deliver analyses and narratives to help Cognita achieve its' ESG goals.
- Own the relationship with benefit brokers and providers to ensure service levels agreements are being met.
- Manage the annual renewal processes and propose improvements to the benefit offering, ensuring recommendations are aligned to our employee value proposition.
- Co-ordinate the implementation and promotion of any new benefits, projects, or initiatives.
- Draft and deliver Pension communications and other pension tasks in a compliant manner.

# What you'll be doing

## Safeguarding responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

# What you'll bring

## Essential

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### Skills

- Strong communication skills with ability to engage and influence at all levels.
  - High levels of organisation, prioritisation, and multi-tasking skills, with an ability to meet deadlines.
  - Analytical skills and experience, including proficiency with modelling and data analysis with the ability to present insightful recommendations on what the data shows (advanced excel skills).
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### Experience

- Proven project management experience.
  - Substantial experience in a Reward, Compensation and Benefits role.
  - Experience working with multiple countries.
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### Attributes

- Hands-on approach and willingness to be involved with both strategic development and tactical implementation.
  - Solutions focused with a simple and pragmatic approach when executing.
  - Flexible to adapt to the needs of the business and results-orientated to deliver objectives and continuous improvement.
  - High degree of personal integrity and honesty.
  - Be proactive with self-development by keeping up to date with case law and best practice.
  - Self-motivated with the ability to work remotely, with minimal supervision and guidance.
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### Key stakeholders you'll be working with

**Internal** – Executive team, SSC Management and UK Employees, School Senior Leadership Team and Employees, Finance and Payroll Teams.

**External** – Pension and other Benefit Providers, Benefit brokers, Government Legislative Bodies.

## Benefits

# The benefits that will help you thrive

Our benefits are more than just perks – they're a reflection of our commitment to your growth, well-being, and success. Whether you're looking to expand your professional horizons or ensure a healthy balance between work and life, we offer a range of benefits designed to support you every step of the way.

## What you'll get

### Core benefits

- Competitive salary based on experience
- Private Medical Insurance & Healthcare Cash Plan
- GPPP Pension
- Life Assurance
- 25 days annual leave allowance (plus bank holidays)
- Pension scheme
- Flu vaccinations
- Employee Assistance Programme
- Employee Discounts Site
- Professional Subscriptions reimbursement
- School fee discount

# Great, so what happens next?

## How to apply

We're excited to get to know you and learn more about your unique skills and experiences. To help us process your application smoothly, here are a few steps to guide you:

- Please submit a completed Cognita application form, along with a cover letter that highlights how your experience and skills align with the role. The cover letter should be no more than two sides of A4 and can be submitted in the specified languages.
- Feel free to include your CV, but please ensure it accompanies the completed application form.
- Submit your application via our applicant tracking system by following the apply now link on the advert. Be sure to submit it by the stated deadline so we can review your application as soon as possible.

We can't wait to meet you. Best of luck with your application, and we'll be in touch with the next steps soon.

## Safeguarding at Cognita

At Cognita Schools, we are fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third parties to share this commitment. As part of our safer recruitment practices, pre-employment background checks will be conducted before any appointment is confirmed

## Diversity, equity, and inclusion (DE&I)

At Cognita, diversity, equity, and inclusion are at the heart of everything we do. As a global community spanning over 94 nationalities, we know that our strength lies in our diversity. It's what drives our success and makes Cognita a place where everyone can thrive.

We are committed to:

- Attracting, recruiting, and retaining diverse talent
- Embedding DE&I principles into every part of school life
- Fostering inclusive environments where all voices are heard and celebrated

No matter where you come from or what stage of your career journey you're on, you're welcome at Cognita.

# Discover purpose, create change

Your journey towards making a real difference starts here and we're excited to see how you'll make your mark.

Contact us at [recruitment@cognita.com](mailto:recruitment@cognita.com) and begin your journey today.

**COGNITA**