

Application process and timeline

To apply, Applicants need to complete the application form and write no more than 2 sides of A4 on your philosophy of education and how your skills, experiences and personal qualities make you suitable for this role.

Once completed submit this to HR@respectschools.co.uk CVs will not be accepted.

Post Application

After the closing date, shortlisting will be conducted by a panel that will match your skills and experience against the criteria in the Person Specification. You will be selected for an interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

Interviews

All candidates invited to the interview must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Current DBS Certificate
- Proof of qualifications
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post.

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications before the interview. Any relevant issues arising from references will be discussed at the interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 3rd October 9am

Anticipated Interview date: 9th and 10th October

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date. We encourage all potential applicants to visit the school before applying. Please contact HR@respectschools.co.uk or ring Rachel Brewer on 01332 477164.