CASCADE MULTI ACADEMY TRUST

HUMAN RESOURCES BUSINESS PARTNER

RECRUITMENT PACK



Leading on the strategic development and delivery of HR services.

We're looking for an HR Business Partner to join Cascade Multi Academy Trust - someone who can inspire confidence, bring fresh ideas, and play a key role in shaping the future of our growing Trust.

This is an exciting opportunity to make a real impact across our schools, supporting leaders, empowering staff, and helping us continue to build a positive, people-centred culture.

If you're an HR professional who thrives on turning plans into meaningful action, you'll fit right in. You'll be someone who communicates clearly, builds strong, trusted relationships at every level, and isn't afraid to challenge or champion when it's needed. You'll bring curiosity, initiative, and the confidence to influence, guide and support colleagues across a wide range of HR matters.

In return, you'll join a supportive central team where your ideas are welcomed, your voice is valued, and your work will make a genuine difference to staff and children across the Trust.

If this sounds like you, we'd be delighted to welcome you to our team.

Human Resources Business Partner



SUMMARY

Human Resources Business Partner

Workplace:

(with the requirement to travel across all schools within the Trust):

Cascade Multi Academy Trust
Westnall Road
Sheffield
S5 0AA

Details:

37 hours per week for 43 weeks per year

The salary:	Grade 10, Scale point 41- Scale point 45
Full time equivalent (FTE):	£54,143 - £58,557 per annum
Actual salary:	£51,346 - £55,533 per annum

This role is to start as soon as possible.

Due to the nature of the business, the HR Business Partner is required to work mainly on-site during term time unless prior approval has been given to work on a specific project or piece of work from home. Please note that working from home is not a contractual arrangement and will be dependent upon operational needs.

Term time dates are published in advance each year for 39 weeks of the year.
In terms of working the additional weeks, this will be discussed and agreed with the Line Manager. These will be agreed in advance based on service needs and staff will be given reasonable notice of when the set days are.

Term time+ employees are paid to work for their specified number of school weeks in the year (normally 39 weeks, including inset days) plus their pro rata annual leave entitlement plus their pro rata bank holiday entitlement. This is all included in their annual salary, which is then paid in 12 equal instalments.

WELCOME FROM OUR CEO



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right Trust to work with is a very important decision. We would recommend that you visit the Trust and take a tour before submitting your application to understand the vision and values of our Trust.

Who are we?
Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are six primaries situated in the North of Sheffield. All our schools have been graded Good by OFSTED. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our principles shape how we work and what we stand for. We create exciting and enriching learning experiences that spark children's curiosity, provide high-quality teaching and support so every learner can thrive, and encourage pupils, staff, families, and communities to take active leadership roles. Above all, we foster a culture of care, respect, inclusion, and celebration of diversity across all our schools.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well as supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to know more about us please visit our website www.cascademat.co.uk and come have a look round to meet the team.

Thank you for showing an interest in working with us.
Sue Bridges
CEO Cascade Multi Academy Trust

ADVERT

Human Resources Business Partner

Permanent
37 hours per week, 43 weeks per year
Salary: Grade 10, Scale point 41 - Scale point 45
Full time equivalent (FTE): £54,143 - £58,557 per annum
Actual salary: £51,346 - £55,533 per annum

This is a great opportunity to be part of the Trust's future growth and development in a busy and exciting role that provides a valuable contribution in supporting schools to deliver the best possible outcomes for our children.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other.

We are seeking a confident, credible HR Business Partner to join our Central Team and provide a high-quality, proactive, and visible HR service across our academies.

You will be joining a supportive team of colleagues and be able to contribute to the development and continuous improvement of the service.

We are looking for candidates that can play a key role in all aspects of HR, with responsibility to deliver the Trust's vision by aligning people strategies with organisational priorities and manage employee relations across the Trust.

ADVERT

Human Resources Business Partner

The Role:

As HR Business Partner, you will work closely with Headteachers, senior leaders and Trust leaders to provide expert HR advice that supports school improvement, workforce sustainability, and high standards of professional conduct.

Your responsibilities will include:

- Leading and developing the Trust's HR function to deliver a responsive, consistent service
- Lead on casework, ensuring timely, consistent and fair outcomes
- Lead on the design and delivery of briefings and training in respect of HR issues to a wide range of audiences.
- Provide advice and support to leaders and employees across the full range of HR issues including pay and conditions, local and national agreements, employment law and good practice
- Coach and provide professional challenge to leaders to develop their capability and confidence with their people management skills
- Analyse HR data to identify potential risks, areas for improvement and initiate appropriate action plans

You will bring:

- Substantial experience in employee relations and employment law within an academy trust, local authority or maintained school environment.
- A strong understanding of the education sector, including the regulatory requirements in education, safeguarding responsibilities, Keeping Children Safe in Education, and safer recruitment.
- Excellent communication, influencing and coaching skills
- Proven experience of developing and maintaining effective relationships with a range of stakeholders, including positive relationship with trade unions.

If you are a flexible, positive and proactive team-player with excellent communication, administrative and IT skills, with the ability to build effective working relationships with a wide range of colleagues, we would love to hear from you. It is important that you can work confidently and be committed to providing a quality HR service to all our stakeholders.

ADVERT

Human Resources Business Partner

What we Offer:

- The opportunity to work strategically across a growing Multi Academy Trust
- A supportive Central Team and collaborative school leadership community
- Employer-funded enhanced DBS check
- Commitment to ongoing professional development
- Local Government Pension Scheme
- Employee benefits including Westfield Health, EAP, Health Cash Plan

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates. Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact us via email at *hr@cascademat.co.uk*

You can download the Word version of the application form from Cascade's website. Please do not use the Sheffield City Council application form.
www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk

Your completed application should be emailed to recruitment@cascademat.co.uk

Closing Date: 7th December 2026
Shortlisting: 8th December 2026
Assessment Date: 11th December 2026

JOB DESCRIPTION

Human Resources Business Partner

Role Purpose

The HR Business Partner is a senior professional role within the Central Team, responsible for providing operational HR leadership across the Trust and supporting the strategic direction of the Trust with the CEO and COO.

Working in partnership with Trustees, Executive Leaders, Headteachers, and senior leaders, the postholder will deliver people strategies that support school improvement, workforce sustainability, and a positive employee experience.

The role leads on complex employee relations, workforce planning, and HR policy, while ensuring consistent, legally compliant, and education-specific HR practice across all Trust schools.

As a key member of the central HR team, the HR Business Partner will deliver the Trust's vision by strategically leading the development and implementation of high-quality, proactive HR services across the organisation.

The postholder will be responsible for delivering a proactive forward thinking HR service and foster a collaborative and inclusive culture that promotes staff wellbeing and positively impacts teaching and learning outcomes for pupils.

Strategic responsibilities

- Lead the delivery of a high-quality, professional HR service aligned to the Trust's vision, values, and strategic priorities.
- Translate the Trust Improvement Plan and strategic priorities into effective people and workforce strategies, ensuring successful implementation through strong leadership and performance management of the HR function.
- Provide expert HR advice to Trustees, the Chief Executive Officer, and Chief Operations Officer, supporting strategic decision-making and organisational development.
- Lead the development, review, and implementation of HR policies and procedures, ensuring compliance with employment legislation and alignment with best practice.

JOB DESCRIPTION

Human Resources Business Partner

- In conjunction with the CEO and COO, drive the delivery of HR projects and organisational change initiatives to meet the Trust priorities.
- Contribute to whole-Trust business planning and lead on workforce and HR functional planning.
- Promote positive employee relations and a consistent, risk-based approach to people management.
- Ensure HR advice and practice are consistent, evidence-based, and aligned with current legislation and best practice.
- Build positive and constructive relationships with internal and external stakeholders, including trade unions, leading on consultation and negotiation processes.
- Advise on workforce development initiatives, including staff engagement, wellbeing, and retention strategies.
- Lead recruitment strategy to attract, develop, and retain high-quality talent across the Trust, ensuring compliance with Safer Recruitment practices.
- Lead initiatives to embed diversity, equity, and inclusion into recruitment, onboarding, performance management, and career development.
- Oversee the effective management of HR data and records, ensuring compliance with data protection and retention requirements.

Operational Responsibilities

- Provide professional, timely, and pragmatic HR advice to leaders and staff across the full range of HR matters, including employment law, policies, and best practice.
- Lead, manage and support complex employee relations casework, including:
  - Disciplinary and grievance processes
  - Sickness absence management
  - Performance management and capability procedures
  - Redundancy and restructuring processes
  - TUPE transfers
- Support job evaluation, grading and pay review processes

JOB DESCRIPTION

Human Resources Business Partner

- Work closely with Finance colleagues to ensure alignment across HR, payroll, and workforce budgets
- Produce high-quality HR reports and provide data-driven insights to inform decision-making and statutory reporting.
- Design and deliver training and development initiatives, including induction and performance management.
- Ensure effective administration of employment contracts, pensions, and HR documentation.

Additional Information

- This job description outlines the key responsibilities of the role but is not exhaustive. The postholder may be required to undertake additional duties appropriate to the level of the role.
- All duties must be carried out in accordance with Trust policies, the Academies Financial Handbook, and current legislation, with particular emphasis on safeguarding, equality, data protection, and health and safety.

PERSON SPECIFICATION

Human Resources Business Partner

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

*** Unless otherwise stated, all criteria within the person specification are essential requirements for the role. ***

Qualification and experience
Candidates should have:
GCSE English and Maths or equivalent or evidence of abilities at this level
CIPD Level 7 qualified or equivalent senior HR qualification or commitment to work towards
Experience of working in a senior HR/People leadership role with academies, local authority and/or maintained schools is essential
Experience of working with managers and other key stakeholders across an organisation on a range of HR issues
Experience managing employee relations, including complex casework and change management (e.g. conflict management, restructures, redundancy, TUPE etc.)
Experience of developing effective and collaborative working relationships with trade unions
Experience of advising at informal and formal HR meetings and supporting managers to draft correspondence
Experience of designing and delivering briefings or training sessions
Experience of coaching or supporting managers to build people management capability
Experience of researching, developing and updating HR policies, procedures and documentation

PERSON SPECIFICATION

Human Resources Business Partner

Experience of high digital literacy, using Microsoft office-based applications, HR systems and social media/website applications
Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
Personal qualities
Candidates should:
Communicate effectively and develop positive relationships with all stakeholders
Demonstrate excellent interpersonal and organisational skills
Approachable, courteous and able to present a positive image of the Trust to visitors and stakeholders
Collaborative and team-orientated, with the ability to build trusted relationships across diverse stakeholder groups
Have a strong professional integrity and demonstrate sound judgement
Be well-presented and have a positive attitude
Excellent organisation, prioritisation, and time management skills, with the ability to manage multiple priorities whilst remaining resilient and calm under pressure
Inclusive, empathetic, and people - focused leadership style
Discreet and respectful when handling confidential or sensitive information
Commitment to promoting the Trust's values, culture, and commitment to staff wellbeing and continuous improvement and positive change

PERSON SPECIFICATION

Human Resources Business Partner

Knowledge & Skills
Candidates should be able to demonstrate:
Up to date and in-depth knowledge of employment law and its practical application in complex organisational contexts
Knowledge and experience of sector - specific guidance and statutory frameworks (e.g. Academy Trust Handbook, Keeping Children Safe in Education)
In depth knowledge and experience of employee relations processes, including disciplinary, grievance, capability and absence management
Knowledge of pay and conditions for Local Government services and teachers
Awareness of payroll processes and pension administration
Knowledge of safer recruitment requirements and safeguarding responsibilities in education
Awareness of national and regional education workforce priorities and challenges is highly desirable
Knowledge and awareness of GDPR data protection and impact on employee information
Ability to interpret and implement HR policies/procedures
Ability to analyse situations and provide high quality advice, guidance and pragmatic business-focused solutions

PERSON SPECIFICATION

Human Resources Business Partner

Excellent verbal and written communication skills to effectively convey complex and often contentious information to a variety of audiences
Good organisation and time management skills
Demonstrable commitment to equality, diversity, inclusion, and staff wellbeing
Ability to work under pressure and meet deadlines
Ability to work accurately and with attention to detail
Ability to work independently on own initiative and escalate matters where appropriate
Act with integrity and able to maintain a high level of confidentiality at all times
Ability to recognise discrimination and willingness to put equality policies into practice
Specific work-related requirements
Able to manage working hours flexibly to meet the demands of the role
Willingness and ability to travel to all work locations within the Trust and outside of the city where required
Safeguarding
Candidates should have commitment to safeguarding and promoting the welfare of children and young people

OUR VISION

"Our vision is to provide an excellent primary education that gives our children the very best chance of succeeding in life."

Cascade MAT

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

OUR PRINCIPLES

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.



WORKING AT THE TRUST

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

WHY WORK FOR CASCADE MULTI ACADEMY TRUST



Our staff are at the heart of everything we do. We are committed to fostering a supportive, ambitious and people-centred culture where every colleague feels valued, respected and empowered to succeed.

To support staff wellbeing, professional growth and a healthy work–life balance, we offer a comprehensive package of employee benefits.

Flexible Working

Wherever possible, we promote flexible working arrangements to help colleagues balance their professional responsibilities with personal commitments.

Staff Recognition

We recognise and celebrate the dedication and achievements of our staff through trust-wide and school-level recognition initiatives.

Pension Schemes

All employees are eligible to join a generous pension scheme, including:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from an enhanced annual leave entitlement.

Healthcare and Wellbeing Support

All colleagues have access to our Employee Assistance Programme, providing:

- Free, confidential telephone support
- Face-to-face counselling
- GP services
- A range of wellbeing resources and guidance.

Staff Voice

We actively encourage staff feedback through regular surveys and forums, ensuring colleagues have a meaningful voice in shaping trust policy and practice.

Discounts and Perks

- Health Cash Plan - helps colleagues manage everyday healthcare costs by offering money back on a range of routine treatments, supporting both wellbeing and peace of mind.
- Cycle to Work
- Eligibility for the Blue Light Card, offering a wide range of national and local discounts
- Discounted gym membership
- Free on-site or nearby parking at all trust schools

Pay progression

Automatic pay progression for all colleagues in line with their grading structure

Family Leave

Enhanced family leave benefits and pay to offer you support in life's most important moments.

Continuous service

We honour continuous service with other local authorities and Multi Academy Trusts.



JOIN OUR TEAM

At Cascade Multi Academy Trust, you will be part of a collaborative, forward-thinking community where colleagues are motivated, ambitious and highly skilled. We work together with energy, creativity and shared purpose, united in our commitment to supporting the success, wellbeing and potential of every pupil. Alongside our professionalism and high ambitions, we are also a fun, friendly and supportive team who enjoy working together and celebrating successes along the way.

Our Schools

Beck Primary School

Beck is a big school with big heart and big ambitions!
It is committed to giving every child exceptional, memorable experiences and helping them develop the skills and knowledge they need for later life. Beck benefits from extensive outdoor space, including a large field used for sports, playtimes, and 'Muddy Mondays' for nursery children. Multiple playgrounds and two secure quadrangles provide outdoor learning areas, including a garden where children grow vegetables. The staff team is dedicated to providing the best possible education, with each class supported by both a teacher and a teaching assistant, alongside additional specialist staff who work with children with special educational needs and disabilities (SEND).

Hucklow Primary School

Hucklow Primary School is a warm and welcoming primary school known for its diverse community and caring ethos. The school offers an engaging, meaningful curriculum designed to spark curiosity and help every child reach their full potential, with a clear vision that ensures pupils feel safe, happy, and proud as they learn and grow. As part of Cascade Multi Academy Trust, Hucklow provides high-quality teaching, strong safeguarding, and inclusive support for pupils aged 2 to 11, including specialist provision for speech, language, communication needs and autism.

Owler Brook Primary School

Owler Brook Primary School is a welcoming and nurturing school at the heart of the Sheffield community. The school is committed to providing a high-quality education through a broad, rich and balanced curriculum that inspires curiosity and supports every child to thrive. Its caring ethos is reflected in strong relationships with families, regular communication, and a positive, inclusive environment where children feel safe and supported. With nursery provision, dedicated staff, and a focus on developing essential skills and confidence, Owler Brook ensures pupils are well-prepared for the next stage of their learning and for life beyond the classroom.

Whiteways Primary School

Whiteways Primary School is a vibrant and inclusive community where every child is valued and supported to reach their full potential. The school offers an engaging, interest-led curriculum that nurtures creativity, celebrates diversity, and promotes lifelong learning, creating a safe and positive environment where children feel happy and confident. Parents and inspectors highlight its strong nurturing ethos and positive staff–pupil relationships, with Ofsted noting that children feel safe and proud to attend. Whiteways works closely with families, embraces differences, and prepares pupils to make a positive contribution both within school and in the wider community

Limpsfield Junior School

Limpsfield Junior School is a welcoming and inclusive school committed to helping every child reach their full potential through high expectations, strong relationships, and a nurturing environment. The school's vision emphasises positive relationships, diversity, and inspiring children to become confident, inquisitive lifelong learners. With a "Good" Ofsted rating and solid academic outcomes Limpsfield combines high-quality teaching with a broad range of opportunities such as forest school, sports, arts, and enrichment clubs.

Sharrow Primary School

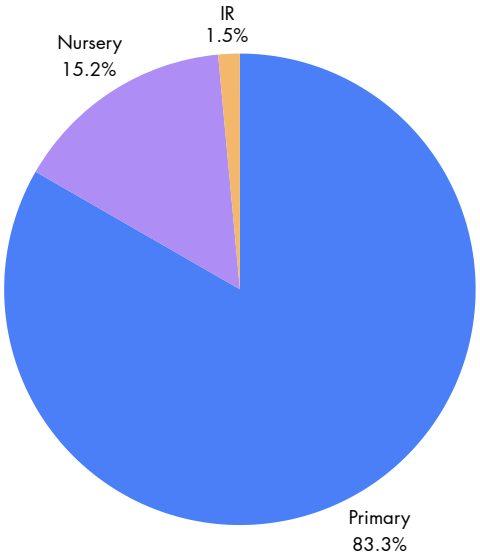
Sharrow Primary School is a highly inclusive and diverse school welcoming children and families from a wide range of cultural and linguistic backgrounds, with around 40 languages spoken across the community. As a two-form-entry school with strong nursery provision and an on-site Children's Centre, Sharrow supports children from as young as three months through to Year 6, offering flexible childcare, wrap-around provision, and free healthy breakfasts through its Magic Breakfast partnership to ensure pupils start the day ready to learn. Known for its warm ethos, broad curriculum, and commitment to celebrating difference, the school provides a nurturing environment where children feel safe, included, and empowered to thrive academically and personally.

We are a team of over 3300, encompassing:

2631

pupils of which:





2175
Primary

423
Nursery

33
Integrated Resource

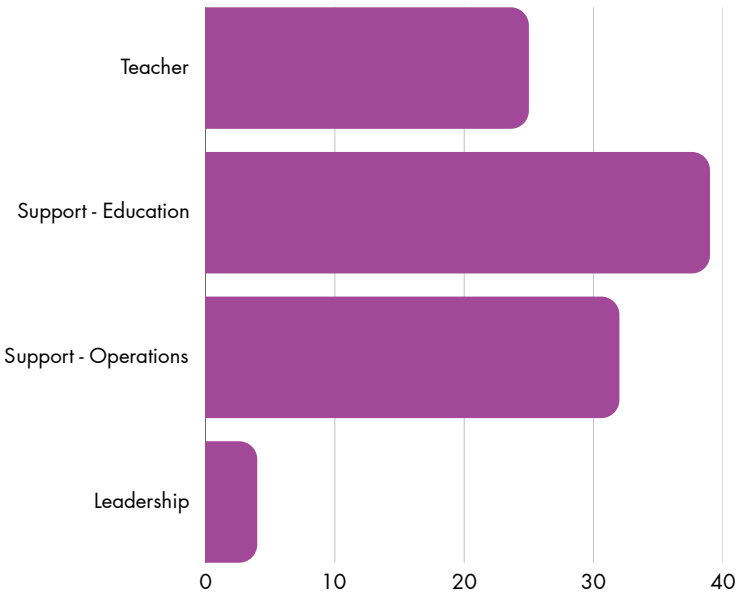
25% pupils have Special Educational Needs and Disabilities

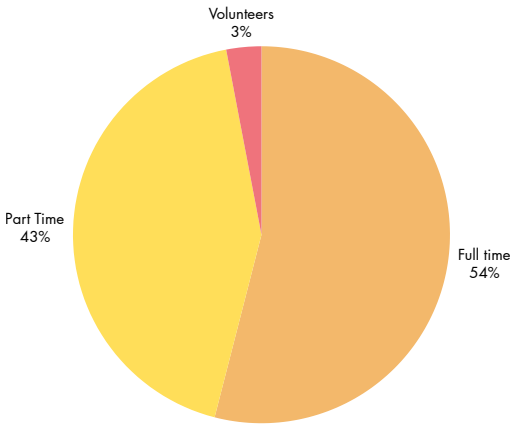
41% pupils are categorised as 'disadvantaged'

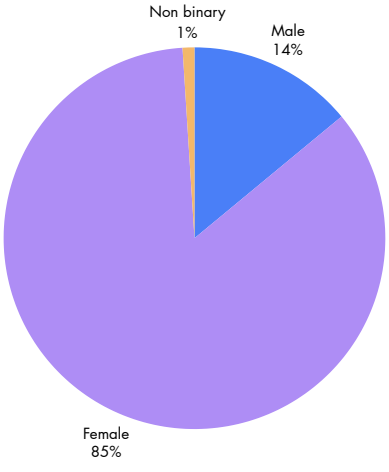
61% pupils speak English as an additional language

4% pupils have an Education, Health and Care Plan (EHCP)

Over 500 Staff and Volunteers







Our People, Our Stories

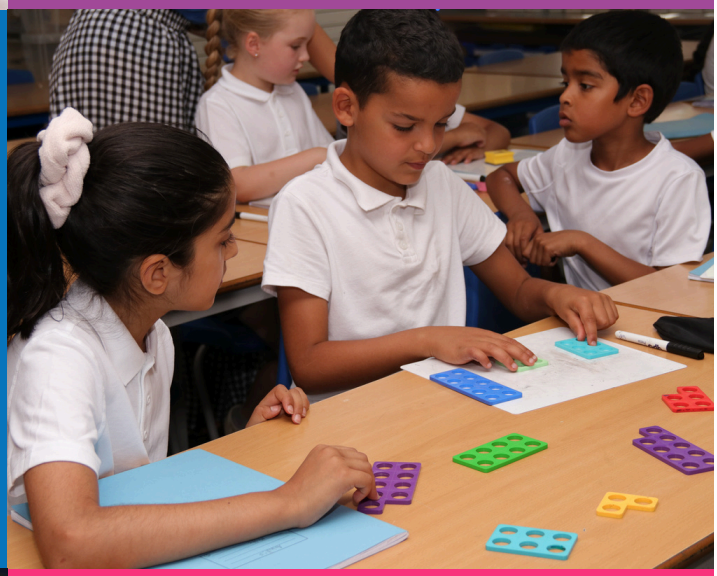


''We work with real purpose in our school. The focus on care, high expectations, and building children's confidence shapes everything we do. I feel supported, trusted, and encouraged to try new ideas. It's a place where both staff and pupils grow together.

- Teaching Assistant -

''Working in the central team at Cascade MAT is incredibly fulfilling. We're united by a shared purpose - to strengthen, support, and celebrate our schools so they can provide the very best for children and families. It's inspiring and a privilege to be part of a Trust that puts people first.''

- Central Team Staff Member -





''Hucklow is a fantastic place to work. No two days are the same, and that's what makes it special. The children are fantastic, the families are engaged, and the team are incredibly dedicated. There's a real focus on enabling every child to succeed, and being part of that journey feels genuinely impactful.

- Teacher -



Sheffield and Yorkshire

INCREDIBLE PLACES TO LIVE

Sheffield and Yorkshire offer an unbeatable mix of city energy, community warmth, and breathtaking natural beauty - making the region an exceptional place to build both a life and a career.

Sheffield has grown far beyond its Steel City roots, becoming a vibrant hub of creativity and innovation, with over 250 parks and woodlands and easy access to the Peak District National Park, making it one of the UK's greenest and most outdoor-friendly cities. Its theatres, galleries, music venues, and festivals reflect a cultural scene that's lively and ever-growing.

Yorkshire is equally renowned for its friendly communities, stunning landscapes, and rich heritage. From buzzing cities to peaceful villages, the region offers charm, character, and a strong sense of belonging.

Sheffield continues to rank among the most desirable places to live in Britain, scoring highly for culture, green space, housing affordability, and overall quality of life. Whether you're drawn to urban living, leafy suburbs, or countryside calm, Sheffield and Yorkshire offer something for everyone - affordable, welcoming, and full of opportunity.





THE APPOINTMENT PROCESS

These notes are intended to guide you when making an application

Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training
State your qualifications and any training you have undertaken relevant to the post.

Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack.

Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@cascademat.co.uk