



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

Welcome

**Academy Information  
for Candidates**

# Introduction



Dear Candidate,

Thank you for your interest in this role at Hatfield Academy.

Hatfield Academy is part of a wonderful community in Sheffield. We are working really hard to make a real difference to whole families. We are an inclusive school, who believes that working with the whole family is at the heart of ensuring success for our children.

The school is a 2 form entry school with approximately 370 pupils. Hatfield Academy is located in Firth Park. It is close to the M1, Meadowhall and Sheffield City Centre with good transport links.

## HATTERS

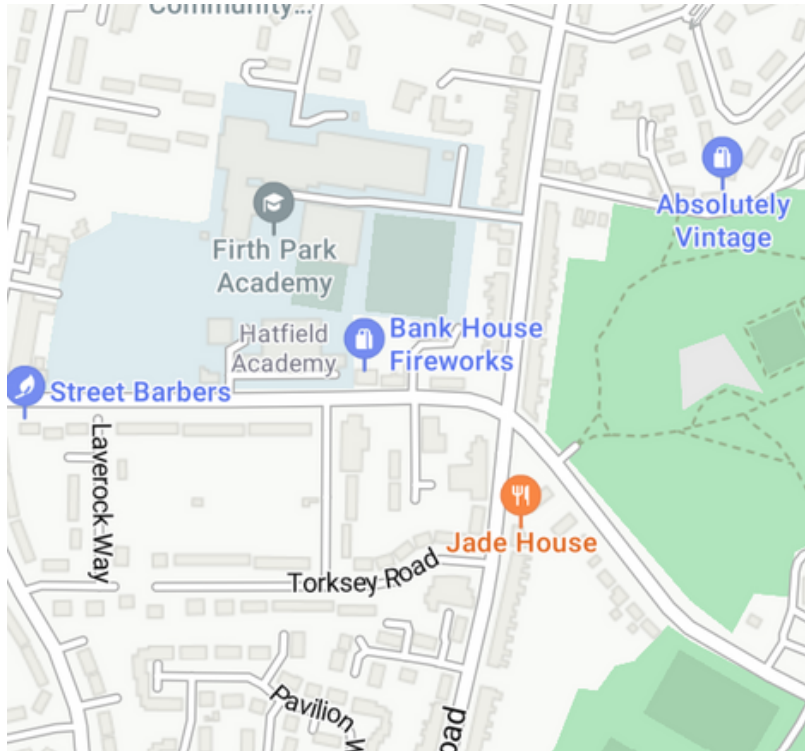
At Hatfield Academy, the Hatters Code is at the centre of all we do.

- H – Honest
- A – Active
- T - Thoughtful
- T - Trustworthy
- E - Enthusiastic
- R – Responsible
- S – Self-confident

If you feel these attributes are part of your values then Hatfield Academy would love to meet you.

Katy Richards  
Principal at Hatfield Primary Academy

# How to find us

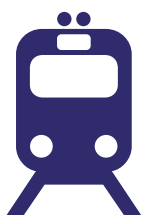


**Hatfield Academy**  
**Hatfield House Lane**  
**Sheffield**  
**S5 6HY**

## Public Transport Links



There are a number of buses that run close to the school. These are the numbers 47,48, 88, 18, 18a, 32, 75 and 75a buses which stop close to the school and run regularly.



The nearest train station is Meadowhall - 2.1 miles away

## Distances to....

Rotherham	<b>5.2 miles</b>
Doncaster	<b>22 miles</b>
Barnsley	<b>13 miles</b>
Sheffield	<b>4.2 miles</b>
Wakefield	<b>23 miles</b>

# Candidate Charter



**We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.**

## **OUR COMMITMENT TO YOU**

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we'll ensure your information is secure and handled sensitively.
- Understanding – you will be given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and we'll act on what you have to share.
- Inclusivity – our hiring decisions align with our commitment to create a high quality, diverse workforce.

## **WE WILL:**

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

## **IN RETURN WE ASK THAT YOU:**

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

# How to apply



## Your application

If you like what you've read so far and think you can see yourself as a key member of the Hatfield team, it's time to fill in your application.

Your application is an important part of the selection process as it's used to determine whether or not you'll be chosen to have an interview. It's really important that you try to capture all of the relevant information we have asked for on the form so we can get a good feel for who you are and why you're great.

All applications must be submitted through **My New Term** - the link to our careers page is here: [Hatfield Academy Careers Page Link](#)

## Tips for a great application

- Check out the person specification - this highlights the key aspects we're looking for.
- Be yourself. Your personality, values and vision are the most important to us - you must be a great fit!
- Be sure to read this pack and our policies thoroughly to ensure you are fully aligned to our ways of working. If so - tell us about it!
- Make sure you tell us what skills you have that make you perfect for this role. Tell us the impact of your work, don't just list the tasks that you have completed.
- List any formal qualifications on your application. We'll need to see the certificates for your qualifications at interview stage.
- Make sure you include paid work, unpaid work and any work experience in your employment history. Start with your current employment, or if you are currently unemployed, your most recent employment. If there are any gaps in your employment, you must tell us why for safer recruitment purposes.
- At least one of your referees should be your current employer. If you are not currently employed, provide your most recent employer. If you don't have any employment history, think about professional referee's who would best describe your strengths for the role and your suitability to work with children.

# Any questions?



## **Who do I contact to arrange a visit to the school?**

If you'd like to visit the school ahead of submitting an application, please contact Terry Railton at [enquiries@astreahatfield.org](mailto:enquiries@astreahatfield.org). We'd love to show you round and answer any questions you may have (depending on the number of requests, this may be a shared visit with other potential applicants). Likewise, a phone call or teams meeting may work for you - please reach out and we'll make it happen.

## **Who should I contact if I have any special requirements?**

If you're unable to complete our online application form and need some support, and/or you need our documents in an alternative format, for example, large print, please call or email Terry Railton on 0114 245 6871 / [enquiries@astreahatfield.org](mailto:enquiries@astreahatfield.org).

## **How long will it take for you to decide if I've got an interview?**

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make our decision and contact applicants invited for interview within a week of the closing date.

## **Will I be notified if my application is unsuccessful and will I receive feedback?**

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. During the shortlisting stage, your application status will be updated on MyNewTerm & you will receive an automated email from the system. Due to the volume of applications we receive, we're unable to provide feedback to unsuccessful candidates at the shortlisting stage.

