



## Key Information Sheet

This sheet sets out the key information for candidates applying for our posts. Please read this information carefully and retain this sheet for reference during the application process.

### **Application process**

Applicants must complete the application form on My New Term and submit online by no later than the closing date stated. Please ensure that you complete every section of the form carefully – incomplete application forms may be rejected. All applicants are strongly advised to read the job description and person specification for the post prior to submitting the application. We reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date.

### **Selection process**

Applicants will be assessed against the person specification for the role. All shortlisting applicants will be invited to a face-to-face interview with the selection panel. Further details regarding panel members and any planned assessments will be made available to shortlisted candidates in due course.

### **Shortlisted candidates**

Applicants who are shortlisted for the post will be notified as soon as reasonably possible.

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school 5 working days after the closing date, your application has not been successful on this occasion.

### **References**

Prior to the interview date, referees will be contacted to request references on all shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

*The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.*

### **Interview Date**

Interviews will be held at on the school site. Please note the school does not reimburse candidates for interview expenses.

### **Further information and school visits**

Applicants who require further information or would like to visit the school should contact the school HR Administrator.

Key information regarding post and terms and conditions

### **Probation**

All individuals new to employment with the academy trust will be required to satisfactorily complete a six-month probationary period.