



# Working at St George's School

*A non-denominational Christian day and boarding school in  
Harpenden, Hertfordshire*



**Outstanding** in all areas - *Ofsted (March 2025)*

**Outstanding** in boarding provision - *Ofsted (September 2023)*



# What is it like working at St George's?



As Georgians, we **aim higher** by being:

## OBVIOUSLY **KIND**

We go above and beyond to support and respect others.

## OBVIOUSLY **POSITIVE**

We strive to be optimistic, resilient, and embrace challenges.

## OBVIOUSLY **RESPONSIBLE**

We do the right thing — even when no one is watching.

## OBVIOUSLY **TOGETHER**

We include others, build each other up, and act as one team.

# Employee Benefits



**Free Lunch**  
on your working  
day



**Free Parking**  
*On school site*



**Generous Pension**  
Scheme



**Commitment to**  
Training



**Employee**  
Assistance  
Programme



**Favourable**  
Children of Staff  
Admission

*School Admissions Policy*  
*applies*



**Use of School Gym**



**Exclusive Discounts,**  
Cashback &  
Vouchers



# Applying for a job



To apply for our job vacancies, please submit an online application form by the closing date on MyNewTerm via: [www.stgeorges.herts.sch.uk/vacancies](http://www.stgeorges.herts.sch.uk/vacancies)

As a school, we do not accept CVs or applications submitted through email.

## Selection Process

Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

## Interview Arrangement

Shortlisted candidates will be invited to attend a face-to-face interview in our school: St George's School, Sun Lane, Harpenden, Hertfordshire, AL5 4TD.

In addition, candidates may be required to complete tasks specific to the job role, such as student interaction.





# Your Application



## Personal Statement

You will need to include a personal statement in your application, detailing how you meet the specific requirements of this position and why you specifically want to work at St George's School.

Please provide specific examples to illustrate your knowledge, skills, and experience. When writing your responses ensure to evidence additional aspects such as training, qualifications, together with your background and experience within the personal statement.

## Gaps in Employment History

In order to comply with safer recruitment guidelines, we are required to view your full employment history and all gaps in employment must be explained. If there are any gaps within your employment history, please explain the reason(s) on your application.



# Your Application



## References

Two references from previous employments will be sought, one of which must be from your current or most recent employer. The two references should be from two different employments / organisations.

Please provide details of two people to whom reference may be made, including full name, job title, organisation name, capacity known, work address, professional work email address (*not personal email*) and contact number.

The first referee should normally be your current or most recent employer. If you are currently working in education, a reference from the Headteacher / equivalent person in Senior Leadership Team is required.

If you are not currently working with children, please provide a referee from your most recent employment involving children, if applicable.

References from relatives or from people writing solely in the capacity of friends will not be accepted.

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. References will be obtained prior to interview where applicable.



# Important Information



## Safeguarding

At St George's, we are committed to safeguarding to ensure that all of our students are safe and are well cared for. Safeguarding includes our commitment to safe recruitment of staff, security around the building, child protection, anti-bullying, online safety, equality, PREVENT Duty and many other areas. We make sure all policies under the safeguarding umbrella are reviewed regularly. The school's child protection procedures are in accordance with the Hertfordshire Child Protection Policy and can be found in the School Website: 'Statutory Information' section.

## Disclosure and Barring Service (DBS) Check

We are committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. A Full Enhanced, with List Checks Disclosure and Barring Service (DBS) Check will be required, as part of the school's pre-employment checks.





# Important Information



## Online Searches

We are required to conduct online searches regarding shortlisted candidates as part of the selection and appointment process, in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online.

By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

## Right to work in UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By submitting and signing your application, you acknowledge that such evidence will need to be provided should an offer of employment be made.

Unfortunately, we are unable to provide sponsorships.

## Contact our HR Department

Email us: [recruitment@stgeorges.herts.sch.uk](mailto:recruitment@stgeorges.herts.sch.uk)

