



GREAT SCHOOLS
TRUST

APPLYING TO JOIN OUR SUPPORT TEAM?

A quick guide to help your application shine

1 APPLICATION SUPPORT



Your application helps us get to know you, your journey and what you can bring.

- Complete the application form fully.
- Include a full chronological work history since leaving school.
- Add all education and qualifications from GCSE onwards.
- Include relevant voluntary work, career breaks or other experience.
- Explain any gaps in dates.

Why does this matter?

It supports safer recruitment and helps us make fair, informed decisions while understanding your full journey.

2 PERSONAL STATEMENT HELP



This is your chance to tell us why GST feels like the right fit for you.

- Share why this role interests you.
- Show how your experience links to the job description.
- Tell us what skills, values or strengths you would bring.
- Show how you work with pupils, colleagues or families.
- Explain how you help create a safe, positive school environment.
- It's okay to reflect on what you are still developing.

All roles are vital to school life. Whatever the role, show us the difference you can make.

We're not looking for perfection, we value reliability, integrity, self-awareness and a commitment to helping young people flourish.

3 REFERENCES



- Reference 1: your current or most recent employer.
- Reference 2: your second most recent employer, education provider or suitable professional referee.
- Referees should use a professional email address.
- They should be able to comment on your work, conduct or training.
- For school-based roles, referees should usually be a Principal, Headteacher, HR colleague, SLT member or senior leader.
- For applicants outside education, your referee should usually be your current or most recent line manager.
- We cannot accept personal email addresses such as Gmail, Hotmail or Yahoo.

4 USING AI



AI can help you structure or proofread your application, that's fine. Just make sure it still sounds like you. Use AI to support your application, not to replace your voice. Real examples, real experience and your own words matter most.

Keep it authentic — we want to hear your voice.



IF YOU ARE SHORTLISTED, WHAT CAN YOU EXPECT?

If you are shortlisted, expect an in-person interview process at one of our academies.

If we receive a high number of strong applications, we may begin with a short online pre-interview.



We will aim to give you at least 48 hours' notice

The day may include:

- A tour of the academy.
- A written, verbal or practical task.
- An observation of how you interact with pupils or colleagues.
- A pupil, peer or staff interview.
- A chance to meet relevant team members.
- A final panel interview.

The exact process will depend on the role.

WHY OUR PROCESS LOOKS DIFFERENT

We are interested in how you communicate, solve problems, work with others and contribute to a safe, respectful and positive school culture.

Our process is designed to help show us those strengths in a fair and practical way.

Where needed, we will provide the information, space and support you need on the day.

BEFORE YOU SUBMIT, CHECK

- ✓ Dates complete and in order
- ✓ Gaps explained
- ✓ Education back to GCSE
- ✓ Referees are professional and suitable
- ✓ Personal statement sounds like you
- ✓ You have shown why GST is the right place for you
- ✓ You have linked your experience to the role

SUPPORT & ADJUSTMENTS

Please let us know in advance if you need any adjustments linked to disability, health, neurodiversity, religion, caring responsibilities or any other access need.

- Step-free access
- Printed materials
- Support with communication or assistive technology
- Parking arrangements
- A quiet space
- Information in advance
- Extra processing time

We're happy to help and will share what we can reasonably provide while keeping the process fair for all candidates.

We're looking for bright, kind and committed support staff who believe every child can succeed.

Thank you for considering the Great Schools Trust — we can't wait to learn more about you!