



ST. BART'S
MULTI-ACADEMY TRUST

CANDIDATE GUIDE

Recruitment Pack

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INTRODUCTION

We are thrilled that you are considering a career with St. Bart's Multi-Academy Trust.

Our staff are the heart of our success, and we are committed to fostering an inclusive recruitment process that attracts a wide range of talented candidates. We're here to support you every step of the way, so if you need any adjustments or assistance, please don't hesitate to let us know.

We are a MAT of 23 Schools (17 primary schools, 1 first school, 2 infant schools, 2 junior schools and 1 all through Special school). Formed in 2013, our footprint covers Stoke-on-Trent, Staffordshire, Cheshire East and Shropshire. We are a Church minority article MAT with 10 Church schools. All St. Bart's staff are fully committed to advancing education and improving outcomes for children. Together we work to forge the strong links, networking, sharing and support that make our Trust family so special.

This Candidate Guide provides helpful information about our recruitment process, along with tips to ensure your journey with us is smooth and positive. If you have suggestions for how we can improve, please let us know by emailing office@sbmat.org.



OUR MISSION

Our moral purpose is to provide the best education and curriculum in all our academies, enabling every child to realise their full potential.



OUR VISION & VALUES

We have a **Passion** for releasing potential in all our children and staff through the **Encouragement** and development of **Ambition**, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in **Collaboration**, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through **PEACE**.

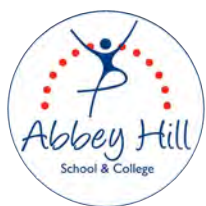
We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the **PEACE** values and all schools work in close partnership (*whether C of E or community*) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

“I have come that they may have life, and have it to the full.”



OUR ACADEMIES



SUSTAINABILITY

We are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

We will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.





ST. BART'S
MULTI-ACADEMY TRUST

Application Process

APPLYING FOR OUR ROLES

All roles are advertised on our [Trust website](#) and our recruitment platform [MyNewTerm](#). You can search us on MyNewTerm to find any jobs that we are advertising.

For each role, we attach the job description and person specification. These provide detailed information about the key responsibilities of the position, as well as the skills, experience, and qualifications required.

JOB DESCRIPTION & PERSON SPECIFICATION

The job description will explain to you the key duties / responsibilities of the role and what skills, experience and/or qualifications you may need. The person specification also shows which criteria are essential.

OUR ADVERTS

Our job adverts provide a summary of the key responsibilities for each role, along with the essential criteria you'll need to meet. If a role can be offered part-time, as a job share, hybrid, or remote, this will be clearly stated in the advert. If these options aren't mentioned or you have any questions about the role, please feel free to send an email to the details provided in the advert.



FILLING OUT YOUR APPLICATION

All applications for our roles go through our recruitment platform [MyNewTerm](#). When you click 'Apply Now', it will take you to the 'Candidate Login' page, where you can click 'Register' to make an account so that you can track all of your applications with us.

Please note, in order to comply with Safer Recruitment guidelines, we are unable to accept CV's. You must include ALL details within your profile and personal statement.

When you first register with MyNewTerm, it will give you the option to 'Upload CV to populate profile (Word/PDF)'. By clicking this, you can save time if you have an existing CV, job application or a downloaded LinkedIn or TES profile. The system has a resume uploader that uses artificial intelligence to extract details from your CV or previous job application, which will auto-complete certain sections of your profile. Please note, the CV uploaded will not be seen by us, it just helps complete your profile.

IMPORTANT

You do not need to use the CV upload feature if you have already completed your profile.

For most job roles, you will be asked to fill in the relevant details and add a supporting statement, which you can use to explain why you are suitable for the role. Some job roles may have specific questions for the Supporting Statement section, please keep an eye out for this.

TOP TIPS FOR THE SUPPORTING STATEMENT

Take a look at the job description and advert wording for the job you are applying for and let us know why you are suited for the role you are applying for.

You can also take a look at our website for additional information - www.sbmat.org.

CANDIDATE GUIDANCE ON AI IN OUR RECRUITMENT PROCESS

At St. Bart's Multi-Academy Trust, we recognise the potential benefits of AI.

While using AI to assist with job applications is not prohibited, we strongly encourage candidates to avoid relying on AI to generate entire responses in their application forms.



MANAGING YOUR CANDIDATE PROFILE ON MYNEWTTERM

It's easy to manage your details on **MyNewTerm**.

Once you've set up your account, you can log in at any time to see the progress of your applications and to see a record of the email communications we have sent to you.

You can also:

- Update your profile details at any point by clicking 'My Profile'. Please see to the right for the different areas that need completing/editing.
- Join our talent pool, so that if a role comes up that we think you might be interested in, we can put you forward for this role. You will receive an email asking you to confirm if you are interested.
- Save any jobs that you are interested in applying for.
- Manage your interviews.
- View your job offer and fill out any related information we have asked for.

The screenshot shows the 'Profile' page on MyNewTerm. At the top, there is a red circle with the number '1' and the word 'Profile' in red. Below this is a list of sections, each with a red triangle icon indicating it needs attention. The sections are: General Details (with a blue bar and a right arrow), Work Eligibility, Secondary/Further Education, University Degrees and Diplomas, Employment History, Gaps in Employment History (with a checkmark icon), Training & CPD, Professional Bodies Membership, References, and Equal Opportunities Monitoring. At the bottom of the list is a green button that says 'Confirm Profile & Continue'.

EQUALITY MONITORING QUESTIONS

All our application forms include equality monitoring questions at the end. These questions help us analyse the demographics of the candidates we attract and recruit, ensuring we are reaching a diverse pool of applicants that is reflective of the communities we serve. We'd greatly appreciate it if you could complete these questions. Your responses will remain confidential and will not be shared with the recruiting manager or used in the shortlisting or selection process. This information is used solely for monitoring purposes.

HOW WE WILL KEEP IN TOUCH WITH YOU

Once you have created your candidate profile on MyNewTerm, we will primarily contact you via the email provided for your log-in. You will receive emails prompting you to log into your candidate profile, where you can see the stage of your application. Please ensure you provide a correct email when setting up your account, so we can easily get in touch.

TECHNICAL ISSUES OR SPECIAL ADJUSTMENTS

If you encounter any technical issues while completing your application or require adjustments to support your application process, please contact us by emailing office@sbmat.org, and we will be happy to assist you.



SHORTLISTING

During the shortlisting stage, the manager will assess all applications against the essential criteria for the role. If a large number of applications are received, they may also consider the desirable criteria to create a manageable shortlist for the next stage. In some cases, the manager might request additional information if it's unclear whether you meet the essential criteria, so please keep an eye on the email address you used to apply in case they reach out to you.

INTERVIEWS AND ASSESSMENT

As with many organisations we usually conduct in person interviews, but we may use Microsoft Teams for virtual interviews if we don't feel an in-person interview is needed.

IN PERSON INTERVIEWS

For in-person interviews, we will let you know in your invite where the interview is being held, along with any local information you might need, such as where to park and who to ask for on arrival.

MICROSOFT TEAMS INTERVIEWS

You'll need Microsoft Teams on your device to be able to join the meeting. You can download this from your usual App store or via Microsoft on your laptop or PC. You won't need to pay for the app, just use the free version and you'll be able to join as a 'guest' on your interview day. We recommend setting this up beforehand, in case there is any technical difficulties.

ACCESSIBILITY & REASONABLE ADJUSTMENTS

If you have any specific requirements or need any reasonable adjustments to our recruitment process, please let us know. The manager's contact details for the role you've applied for can be found on the MyNewTerm advert and on emails inviting you to interview. You can reach out to them directly, or for additional support, feel free to email us at office@sbmat.org.

INTERVIEW HINTS AND TIPS

When attending an interview, we want to give you the best opportunity to showcase your skills and experience. Here are some tips to help you feel the most prepared:

PLAN AHEAD!

LOCATION

If the interview is in person, check the venue, plan your journey, and consider parking options. For online interviews, ensure you have the correct joining link and check your device is fully charged.

PREPARATION TASKS

Check if you were asked to prepare a presentation, complete a task, or bring anything specific. Review your invite or emails to confirm all requirements.

WHAT TO BRING

If documentation is required, make sure it's ready. If you plan to ask questions, consider bringing a notebook. Having a glass of water nearby can also be helpful, as you'll likely be talking a lot!

REVIEW AND RESEARCH

Revisit the job advert and description to remind yourself of the key responsibilities and how your skills match the role. It will also be good to familiarise yourself with our trust values. Reflecting on how you align with these can help demonstrate your suitability for the role.

ANTICIPATE QUESTIONS

Think about potential interview questions and prepare answers, noting key points as prompts.

STAY UPDATED

If the role requires specific technical knowledge, ensure you're up to date and ready to discuss it.

REMEMBER!
Practise makes perfect!

EQUAL OPPORTUNITIES

We are dedicated to promoting equality of opportunity across all areas, as well as through the employment of our staff. We value a workforce that reflects a diverse range of talents, skills, and experiences, and we warmly welcome applications from candidates of all backgrounds. Our Equality Policy underscores our commitment to creating an inclusive environment where everyone can thrive.

DISABILITY CONFIDENT, CARE LEAVERS, AND ARMED FORCES COVENANT

If you belong to one of these groups, we encourage you to let us know on your application form. If you meet the minimum essential criteria for the role, we guarantee you will be shortlisted for the interview process.



DOCUMENTATION REQUIREMENT FOR EMPLOYMENT

As part of our recruitment process, we require documentation to confirm your eligibility to work, proof of address, and relevant qualifications where applicable. Please review the guidelines below and ensure you provide the necessary original documents during the selection process.

PROOF OF ADDRESS

You will need to provide proof of your current address. Acceptable original documents include *(not exhaustive)*:

- Recent utility bill *(dated within the last 3 months)*
- Recent mortgage statement *(dated within the last 3 months)*
- Recent bank or building society statement *(dated within the last 3 months)*
- Current full UK Driving Licence *(paper document)*
- Current UK/EU Photocard Driving Licence with Counterpart
- Current house or motor insurance certificate
- Current council tax bill

IMPORTANT

Proof of address must not be from the same source as your "Right to Work" documentation.

REFERENCES

St. Bart's policy is to obtain references from your most recent employer and previous employer. Please note that references from relatives or friends are not acceptable.

SAFER RECRUITMENT

St. Bart's ensures all necessary checks are conducted in order to comply with Safer Recruitment legislation.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools. More information on St Bart's Multi Academy Trust including our Prospectus and Safeguarding Policy can be found on our website - www.sbmat.org.

DOCUMENTATION REQUIREMENT FOR EMPLOYMENT

RIGHT TO WORK IN THE UK

If you are offered the role, you must provide original documentation to verify your legal right to work in the UK. The following lists outline acceptable documents/combination of documents that we must see and copy:

LIST A: ACCEPTABLE SINGLE DOCUMENTS

These documents only need to be copied once:

- A passport showing the holder is a British citizen or a citizen of the UK and colonies with the right of abode in the UK.
- A passport or national ID card proving citizenship of an EEA country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office for EEA/Swiss nationals.
- A permanent residence card issued by the Home Office for family members of EEA/ Swiss nationals.
- A Biometric Residence Permit indicating indefinite leave to remain or no time limit on stay.
- A passport endorsed to show exemption from immigration control, indefinite leave to remain, or right of abode in the UK.
- An Immigration Status Document with no time limit on stay, accompanied by an official document showing the holder's name and National Insurance number.
- A full UK birth or adoption certificate, with a document showing the holder's name and National Insurance number.
- A birth or adoption certificate from the Channel Islands, Isle of Man, or Ireland, with an official document showing name and National Insurance number.
- A certificate of registration or naturalisation as a British citizen, with a document showing name and National Insurance number.

LIST B: ACCEPTABLE DOCUMENTS

These documents must be checked every 12 months:

- A current passport showing permission to stay in the UK and do the type of work offered.
- A Biometric Residence Permit indicating the right to work in the UK.
- A residence card issued by the Home Office for family members of EEA nationals.
- An Immigration Status Document with a valid endorsement and a document showing the holder's National Insurance number.
- A Certificate of Application (less than 6 months old) with a positive verification letter from the Home Office Employer Checking Service.
- An Application Registration Card with a positive verification letter from the Home Office Employer Checking Service.
- A Positive Verification Notice from the Home Office Employer Checking Service confirming the holder's right to work.

NOTE

All documents must be original and presented when requested. If invited to an interview, please bring these documents with you to avoid delays in the recruitment process.

DATA PROTECTION AND PRIVACY

We are committed to handling your personal data in a fair and proper way, in line with Data Protection legislation. Below is an outline of how we collect, use, and store your personal information during the recruitment process and beyond.

COLLECTION OF PERSONAL DATA

When you register to apply for a position, we collect the following types of information:

- **Basic details:** Name, email address, and other contact information.
- **Application data:** Details necessary to assess your suitability for the role.

We use this information to communicate with you and to evaluate your application.

USE OF PERSONAL DATA

The personal data you provide will be used for:

- **Recruitment and selection purposes.**
- **Employment purposes** if you are appointed to the role. This includes processing sensitive data such as medical information, criminal convictions, and references.

Your data may also be shared with third-party service providers working on our behalf. These providers are legally bound to comply with Data Protection legislation when processing your data.

DATA SECURITY AND RETENTION

- Personal data related to your application will be stored securely.
- If your application is **unsuccessful**, your data will typically be destroyed after **1 year**.
- If your application is **successful**, your data will be retained for the duration of your employment and for a period afterward, in line with our retention and disposal schedule.

CONSENT AND FURTHER INFORMATION

By submitting your application, you are giving your consent to the processing of your personal data as described above.

RAISING ISSUES OR CONCERNS DURING THE RECRUITMENT PROCESS

We are committed to ensuring that every candidate has a positive experience throughout the recruitment process. However, if you encounter any issues or have concerns, you can raise them by contacting us via email at office@sbmat.org.

One of our team members will acknowledge receipt of your email and provide an estimated timeline for resolving your concern.



ST. BART'S

MULTI-ACADEMY TRUST

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