

Application & Selection Process

We strongly advise applicants to visit the academy before applying and meet the team and students. Changing employment is a major life event and informed choices often result in more successful transitions for both the employer and employee. We hope this pack along with the academy website www.stpeters-sch.com gives you a flavour of our school.

1. Please complete the CES application form and return it before the advertised deadline (a covering letter is not needed but if you wish to attach a supporting statement rather than completing the box on PDF please do so).
2. Your application will be assessed along with the others against the person specification for the job advertised (please use this when writing your supporting statement) and then a short list will be created.
3. The academy will aim to contact the candidates shortlisted for interview giving at least 48 hours' notice prior to the interview (if you do not hear from us within 30 days please assume you have been unsuccessful on this occasion).
4. If you are shortlisted, we will take up references prior to the advertised interview date. Please remember that one of your references must be your current or most recent employer. Two satisfactory references must be received before we can appoint anyone to a post at St Peter's. The referee will be asked to provide information about your last/current role in relation to salary, length of employment, suitability to work with children and any disciplinary records along with being asked to assess your skills and abilities for the advertised role. Your referees may be contacted to provide additional information if something is unclear or there is a discrepancy with other information that has been provided. We will not accept e-mail addresses such as gmail.com, yahoo.com etc. to contact your referees and please note that your referees should be known to you in a professional capacity as 'friend' is not acceptable.
5. The selection process will involve various activities related to the role. There will often be a tour of the academy and for teaching roles, applicants will be asked to teach at least part of a lesson. We are fully committed to safeguarding children so there will always be some questions relating to safeguarding issues regardless of the role applied for. As part of St Peter's being committed to diversity and the requirements of the Equality Act 2010 we would ask any potential candidate to contact us who would like us to consider adjusting the selection process to ensure that any candidates with a disability are not disadvantaged in any way by the academy processes.
6. Candidates, once short listed will receive an outline of the programme for the day that will be undertaken and any additional resources that might be needed on the day. Candidates will be asked to bring their DBS details where possible, proof of qualifications, photographic proof of identity along with documentation to show they are eligible to work in the UK where appropriate.
7. The interview panel will consist of at least one Senior Leader usually the Headteacher and up to 3 other relevant members of employees / Governor. At least one member of the interview panel will have had recent safer recruitment training.
8. Once all of the selection activities have been completed by all applicants the interview panel will consider to what extent each candidate met the personal specification and a decision will be reached. All short listed candidates will receive a telephone call from a member of the interview panel and feedback will be offered.
9. Shortly after the interview day the successful candidate(s) will receive various documents to read and sign in order to process their employment at St Peter's. This will include an enhanced DBS check and checks will also be made against the Independent Safeguarding Authority Barred List. All such checks must be satisfactory before any contract can be signed and work can take place at the academy. Any offer of employment is **on the condition of satisfactory references and DBS check**.
10. If you are successful in securing a 'whole time' post, the academy would expect that you take your holiday entitlement outside of term time.