

## Vacancies at St Andrew the Apostle School

### Application and Recruitment Process – Key Information

#### Application Deadline

- The application deadline is displayed on the Vacancy Advert.
- Applications received after the deadline will only be considered in exceptional circumstances.

#### Completing Your Application Form

- Please complete all sections of the application form in full.
- Fields should be marked as **n/a** where appropriate rather than left blank.
- Please note the guidance on the form about referees, it will not be possible to progress your application without suitable referees.
- Only electronic applications will be considered.

#### Supporting Statement

- Applicants are asked to attach a statement to their application outlining why they are attracted to this post and giving evidence of how they meet the requirements of the person specification.
- The statement should be no longer than two sides of A4 using Arial point 11.

#### Other Documentation

- All applicants are required to complete the Equalities Monitoring Form, which is on the last page of the Application Form.
- The form will be separated from your application and used to monitor our recruitment and selection processes only. The information on this form will not be shared with the selection panel.

#### Submitting Your Application

- Completed Applications (including your Supporting Statement and Equalities Monitoring Form) should be submitted to [vacancies@standrewtheapostle.org.uk](mailto:vacancies@standrewtheapostle.org.uk)
  - Please include the full Job Title of the role you are applying in the subject line of your email.
  - Please ensure to include a mobile contact number on your application.

#### Shortlisting and Interviews

- Shortlisted candidates will be contacted as soon as possible following the application deadline and interviews will take place shortly thereafter.
- Shortlisting and interviews may take place earlier than the application deadline, depending on the volume and calibre of applications received, early application is advised.
- We regret that only shortlisted candidates will be contacted.
- Applications received after the deadline will only be considered in exceptional circumstances.

#### Further Information

- Please visit our website for further information about our school: <https://www.standrewtheapostle.org.uk/>
- Please see the following documents on our Vacancies area of our website: <https://www.standrewtheapostle.org.uk/vacancies>
  - Introduction to St Andrew the Apostle School and Russell Education Trust.
  - Advert, Job Description & Person Specification and Application Form for any currently vacant positions we are actively recruiting to.
- If you have any specific queries that are not answered in the information provided, please write to [vacancies@standrewtheapostle.org.uk](mailto:vacancies@standrewtheapostle.org.uk)
  - Please include the full Job Title of the role you are interested in applying in the subject line of your email.
  - Please ensure to include a mobile contact number in your email.

#### Pre-Application Conversations and Visits

- Potential candidates that wish to speak/meet with the Head of Department and/or arrange a visit prior to submitting their application should write to [vacancies@standrewtheapostle.org.uk](mailto:vacancies@standrewtheapostle.org.uk)
  - Please include the full Job Title of the role you are interested in applying in the subject line of your email.
  - Please ensure to include a mobile contact number in your email.

***We are completely committed to safeguarding the welfare of our students. Those who work for us are expected to share this commitment, which will be fully tested as part of the selection process. All offer of employment will be subject to satisfactory references and the individual undergoing an enhance barred list check.***