



## INTRODUCTION

We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. We have prepared this guidance to help you understand our approach to recruitment so that you know what information we need from you.

### What we want to achieve in the recruitment process

Quite simply, we will appoint the best person for the job, in a manner that is fair to all applicants. Our application process aims to ensure we have sufficient information to make good decisions that are based solely on merit. We aim to give you the opportunity to provide us with the relevant information about your skills and abilities and how these relate to the role you are applying for. When applying for a post with the Trust please refer to the job description and person specification. These are key documents which give you information about the job, the skills and other attributes that we believe are necessary to make a success of this role. We advise that you consider them carefully before you decide whether to apply.

### The Job Description

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job and what we will expect of the successful applicant.

### The Person Specification (PS)

This is the key document when applying for any job. It describes what the Trust is looking for regarding qualifications, skills, abilities and previous experience. You should use the PS as a guide to completing the **Supporting Statement** section in the application form. The PS highlights how each aspect will be assessed. Where the requirements are noted as essential (W) you should include commentary in relation to how you meet those elements at a minimum. You may also wish to provide additional commentary in relation to how meet the desirable (W) criteria too as in the event that the Trust receives a large number of applications, reference will be made to those as part of the shortlisting process.

When completing the Supporting Statement you may wish to use the criteria as headings and then explain how you meet it using examples (where appropriate) to demonstrate what experience you have gained to date and how this applies to the post in question. Where appropriate please also include reference to qualifications gained as well as skills and abilities obtained (including examples where appropriate) to enhance your application even further.

*Top Tip - Remember the Trust refer to the PS to determine who should be invited for interview so please make sure that you include sufficient information to demonstrate how you meet the essential criteria (at a minimum) included in the PS.*



## Submitting an Application

If you would like to apply for the post (following review of the job description and person specification) please ensure that you complete your application fully to demonstrate how you meet the requirements of the post.

When completing your application please describe carefully the kind of work you have done, and relevant experience that you have had and how it relates to this role. We want to know about your individual achievements, not those of your organisations. So write your application in terms of your actual roles and responsibilities (for example in a project, work area or team) and then demonstrate, where possible, how you would use your skills, experience and knowledge to make a positive impact in this role. Please do not submit a generalised application (used for other jobs) and/or a CV as this will be disregarded.

Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area too.

When completing the application please ensure that you submit information in a well-organised, logical and concise format. Please also ensure that there are **no gaps** in chronology when providing employment and/or education history and in the event that there is please provide an explanation as to the reason why including dates in order to comply with our Safer Recruitment processes which is in-line with the [Keeping children safe in education statutory guidance notes](#).

If you have any disabilities and need assistance in completing the application form, then please let us know and we will be pleased to help.

All applications must be received on or before the closing date. Applications will not be considered after this time. If we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful. Always keep a copy for your reference.

If, for any reason you are unable to complete the on-line application form via TES please contact us so that we can arrange to provide the application form in a different format.

## Equality opportunities monitoring

This section of the application form is for monitoring purposes only. When you apply for a job using the on-line application form it will be saved separately to the rest of your application and will not be used in any way to inform the longlisting/shortlisting process.

## References

All appointments are subject to the Trust receiving satisfactory references, and the application form asks you to identify two individuals for this purpose. References will ordinarily be taken up prior to interview. Your referees should have first-hand knowledge of your work skills and abilities and where possible have been your direct line manager. We require your present or most recent employer to be one of the referees. It is essential that



any referee you give is authorised by the organisation to provide a reference. If you are a college or school leaver then please provide a teacher/tutor as your referee.

If you are returning to work after a career break or are seeking employment in the United Kingdom for the first time, and you are unable to use your last employer for a legitimate reason (e.g. the company no longer exists), consider who could give an appropriate reference under the circumstances, for example, a reference from an organisation where you undertook voluntary work would be helpful. Alternatively, someone who knew you as a colleague may provide a reference. If you are in doubt about this, please explain your situation to the Trust. The Trust also reserve the right to approach any other previous employer or manager for reference purposes in the event of an offer of employment being made. In some instances this might mean asking additional questions once the selection process has taken place to obtain a more detailed reference.

For certain vacancies i.e. applying for a post in a Church of England Academy you may opt to provide details of another referee e.g. Vicar, Rector, Minister or other suitable person whom the Trust may approach for a reference with regard to your religious commitment.

## Shortlisting and Interview Process

Longlisting/Shortlisting will be carried out by reviewing information included on your application against the selection criteria included in the PS for the post.

Depending on the requirements of the role, the Trust may conduct written exercise or practical tasks as part of the assessment process and you may therefore also be asked to undertake such exercises as part of the selection process for the vacancy.

Where possible, we also involve students in the selection process for new members of staff, for example by providing a tour of the school or meeting with a student panel.

For teaching vacancies, candidates will usually be asked to teach a lesson in a specialised subject. The lesson will be observed and form part of the interview process. Candidates will be issued with data and a lesson brief; every attempt will be made to ensure that candidates teach classes that are broadly similar, but this will depend on timetable constraints.

The interview panel will normally comprise of 2-3 people and may include a member of the Senior Leadership Team, the line manager for the role and a governor. At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post; we will also ask questions at the interview to ascertain your suitability to work with children. You will then have the opportunity at the end of the interview to ask questions about the job, conditions of service etc.

## Applicants with disabilities and/or other health condition(s)

We are working to improve the employment opportunities we offer to people with disabilities (as defined by the Equality Act). If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your



application. Please also make the Trust aware of any other health condition (not covered by the Equality Act) that you feel the Trust need to be aware of to enable you to carry out your role effectively.

With regards to the interview/assessment process itself, please indicate whether you require any special aids, adaptations or adjustments to enable you to participate. Such adjustments may include arranging a signer or changing location of the interview to enable access. Please contact a member of the HR team for further information if you require assistance in this regard [hr@mitretrust.org.uk](mailto:hr@mitretrust.org.uk).

## Interview arrangements

The Minster Trust for Education is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful candidates will receive the Trust's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Please note that in line with the safeguarding requirements, if you are shortlisted:

- References will be requested prior to interview from your current or last employer (unless otherwise stated on the application form). Referees may also be contacted by telephone;
- You will need to bring with you to the interview original documentation to prove your identity.

Further details will be given if you are invited to an interview. All successful candidates will also be required to provide evidence of their Right to Work in the UK, original certificates and to undertake an enhanced Disclosure and Barring Service Check via the DBS.

The Trust is committed to the promotion of equal opportunities for staff and students, irrespective of gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age pregnancy or maternity leave or trade union membership. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

If you require any further information about the Trust or School please visit our website [www.mitretrust.org.uk](http://www.mitretrust.org.uk). If we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful.

## Conditions relating to offers of employment

Our recruitment process complies with safer recruiting legislation and Keeping Children Safe in Education and all offers of appointment are subject to:

1. Police clearance for posts exempt from the Rehabilitation of Offenders Act. All school-based staff will require an enhanced police clearance check, including a Childrens Barred List check, via the Disclosure and Barring Service (DBS).
2. Original evidence of identity and qualifications (photocopies and scans will not be accepted).



3. Confirmation of correct National Insurance number through checks with the relevant government agencies.
4. Satisfactory references. Normally 2 references are taken up, one of which should be your line manager in your present or most recent employment, or if you are at school, college or a university leaver, your Head Teacher or tutor. For internal candidates a reference from your line manager will be sought. For applicants currently employed in a school, the Head Teacher should be used.
5. Satisfactory medical clearance. All successful candidates complete a medical questionnaire.
6. Eligibility to work in the UK by providing relevant original document(s) as specified in the **Home office guidance** published in June 2021 to comply with sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. **ORIGINAL DOCUMENTS MUST BE PROVIDED – PHOTOCOPIES/SCANS WILL NOT BE ACCEPTED.**
7. Completion of a 'declaration of pecuniary interest form' if appropriate.
8. An overseas police check, if appropriate.

#### Teaching Posts:

9. Verification of successful completion of the statutory induction period and professional status such as QTS.
10. A prohibition from teaching check.

#### Internal Candidates:

11. Offers of appointment to internal candidates will be subject to any of the previously mentioned conditions that may not already have been met.

*Please note the above list may be updated from time to time in accordance with Keeping children safe in education statutory guidance notes.*

#### Fair Recruitment

We place great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed. A member of the interview panel will always provide feedback if you would like to receive it.

We hope that you will be successful in your application, however, if you are not, please don't be discouraged from re-applying for future posts - your skills and experience may be what we need for our next vacancy.

Finally, we would just like to take this opportunity to say thank you for reviewing our guidance notes and that we very much look forward to receiving your application.