Application Pack for Appointment to a Non-Teaching Post

Careers in Education with the Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing school trust with 10 primary schools across the West Sussex coast. Each school retains its own identity and works closely with its locality schools and the local authority, while also benefiting from sharing knowledge, experience and good practice across the Trust.

Being part of the Trust allows schools to work closely together on projects with joint benefits, and to share some core functions to make the most efficient use of funds.

As a member of staff within the Trust, there are opportunities to collaborate with colleagues in other Trust schools through dedicated networks such as regular staff team meetings, in-house training, career training development together with prospect in gaining experience to share expertise across the Trust

As an employer, Schoolsworks recognises many of the national agreements such as access to the Teachers or Local Government Pensions Schemes, sickness absence and maternity pay schemes, entitlements to PPA time and directed hours' limits. Staff have access to a benefits programme with discounts and special offers made available through our payroll provider.

We are always on the lookout for exceptional talent to help us in our goal of delivering outstanding education.

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Application Form for Appointment

The Schoolsworks Academy Trust is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Job Description and Person Specification.

Use black ink if handwriting. Save in a MS Word format if using a PC.

Section 1 - Applicant Details

Personal details

Gender Pronoun / title preference	
First name(s)	
Surname	
Known as (if different)	
Address	
Preferred Contact Telephone number	
Email address	

Post applied for (all fields must be completed)

Job Title		Job Ref:	
School			

How did you find out about this post?

☐ Personal recommendation ☐ School website ☐ Schoolsworks website ☐ Facebook page ☐ Twitter page	☐ WSCC website ☐ DfE Teaching Vacancies website ☐ Hampshire CC website ☐Indeed website ☐ Other:
Do you currently work for Schoolsworks Academy Trust?	Yes / No

To ensure that we can consider your application equally, please let us know if you have a disability which may affect the presentation of your application (for example affecting your handwriting or spelling), or if you would like to use an alternative method of application.

We also encourage you to let us know of any adjustments you may need at the interview stage, such as equipment, support or other accessibility needs. This way we can ensure that you can compete on equal terms to non-disabled people throughout the selection process.

Please indicate any adjustments that you would require **at the interview**, such as any accessibility needs.	

Section 2 – Qualifications

Please list all of your achievements relevant to this job, and any others you feel could be important (for example for your career development), starting with **the most recent**. Proof of qualifications will be checked if an offer is to be made. Please add additional rows to tables as needed.

Higher Education/ Further/ Secondary Education

Qualification & subject	Class or grade awarded	Name of college, university, etc.	Date Awarded

Continuous Professional Development

Date completed	CPD undertaken

Alternative Evidence:

If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience.

Section 3 – Experience

Your Current Position

Please give full details of your current or most recent employment. Use the column entitled 'Job title and duties' to briefly outline how you meet the requirements in the person specification.

Name of employer and nature of business:	Job title and duties:	Dates of employment **(DD/ MM/YY)**	
		From:	To:
Type of business	Education / Public Sector / Private Sector		
Present salary p.a :	£		

Other Employment and Education

Please give full details of your **employment and education history**, **beginning with your first education/employment after leaving school.** Please indicate if you have lived or worked for any periods of time outside of the UK (include countries and dates). Please ensure that you include and explain any **gaps** (e.g. while raising children). Any unexplained gaps may be questioned at the interview.

Please tick/cross to indicate whether education, employment or other, for each role.

Education	Employment	Other	Name of employer or education institution	Job role and salary grade or course studied	Dates (**dd/mm/yy**)		Reason for leaving
					From:	To:	

Other experience: Describe any relevant experience you have had outside of work which shows how you meet the "Experience" section of the Job Profile. *(Use additional sheet if necessary)*

Section 4 - Skills and Competencies

You are asked to provide a letter of application to provide evidence of how you meet the requirements of the person specification/job profile. This evidence should include examples, where appropriate, from your current or previous experience and the impact that you had. Please answer fully as this information will be used to shortlist candidates for interview. You may type this on separate sheets if necessary but should not exceed 2 pages.

Section 5 – References

Two references are required for all candidates. One referee must be your current employer or if you are currently not working, this should be your last employer. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager. *By providing reference contact details below, you agree that we may contact your referees ahead of your interview. The members of the panel will have access to references at the final stages of the interview process.*

	First Reference (Current Employer)	**Second Reference**
Name:		
Address:		
Telephone number:		
Email:		
How long has the person known you?		
In what capacity?		

Relationships

Failure to disclose a close personal relationship as below may disqualify you.

If you are a relative or partner, or have a close personal relationship with any employee or member of Schoolsworks Academy Trust, then please state the person's full name, their position and place of work/school. This includes if you are a parent of a child who attends any Schoolsworks school.

Section 6 – What happens next?

If we have not contacted you by the advertised interview date, please assume that you have not been successful. If you are offered the post, we will need two satisfactory references, proof of your qualifications, medical clearance, a Disclosure and Barring Service (DBS) check, and proof of your eligibility to work in the UK before you start work with us. Online searches may be done as part of the due diligence checks.

Section 7 – Declaration

Schoolsworks Academy Trust respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act, any subsequent replacement legislation and the General Data Protection Regulations. For further information on how your information is used, and your rights, please see the Schoolsworks Privacy Policy https://www.schoolsworks.org/Documents/GDPR/

If you are appointed, some information contained in this form will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud.

I declare that all information given as part of my application is true. I declare that I am not disqualified, prohibited or barred from working with children or subject to sanctions imposed by a regulatory body. I accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Disclosure and Barring Service check will be carried out, prior to employment commencing.

Please sign: _____ Date: _____

OR

☐ **If you are submitting this form electronically, please tick to confirm your agreement with the above declaration. You will be asked to sign before taking up any post**

This form has been designed to gain all the information from you which we require for shortlisting. When submitting your application, you should include only this application form and your supporting statement. Please include your name when saving each of these documents.

Where to send your completed application?

Completed application forms and supporting letters should be sent to **recruitment@schoolsworks.org .** Please ensure you have completed all **'post applied for'** details before sending in your application.

Appendix 1.

Guidance notes for completing an application form for a non teaching post

It is important that we are able to gather all the necessary information as part of our recruitment process to ensure both a fair process and that the appropriate safeguarding checks can be made. We appreciate that the time taken to complete an application is significant, and so wish to provide guidance to ensure that this is as straightforward as possible. The following notes may help with completion of the application form.

Section 1 - Applicant details

- For "How did you find out about this post?", please tick or highlight the main source of your information.

Section 2 – Qualifications

- All tables should be completed with most recent qualifications first
- Where relevant please ensure you include the class of your main degree, and that you specify what degree type and subject is included.
- Exact dates are not required for continuous professional development training; please only include those courses/training which you believe are relevant to the post. You should include your most recent safeguarding training of any sort if applicable.
- An example of completed tables is shown below:

Higher Education/ Further/ Secondary Education

Qualification & subject	Class or grade awarded	Name of college, university, etc.	Date Awarded
BA (Hons) Business Studies	2:1	University of Chichester	July 2018
A level English	B	Chichester College	July 2015
A Level Maths	B	Chichester College	July 2015
BTEC Business Studies	Merit	Chichester High School	July 2013
GCSE English	C	Chichester High School	July 2013
GCSE Maths	C	Chichester High School	July 2013

Continuous Professional Development

Date completed	CPD undertaken
March 2019	School Administration certificate

Section 3 – Experience

- When outlining your experience please ensure it is **in chronological order** (first employment to latest employment).

- It is important that the " Other Employment and Education" table is completed in full showing a full career history. If there are gaps for periods such as parental responsibilities or volunteer work, please include these with dates. An example table is shown below:

Education	Employment	Other	Please tick/cross to indicate whether education, employment or other, for each role.				
			Name of employer or education institution	Job role and salary grade or course studied	Dates (mm/yy)		Reason for leaving
					From:	To:	
X			University of Chichester	BA English Language	Sept 15	July 18	Completed course
	X		Sales Assistant	Boots	Sept 15	July 18	work alongside course
		X	Gap Year	Travelled around Europe	Aug 18	Aug 19	Returned to UK

Section 4: Skill and Competencies
Your letter of application should pay close attention to the person specification and job description provided with the post, and you should use examples of your experience to illustrate how you can meet them.

It is not necessary to repeat any of the information already included in your application form , but you may wish to draw attention to specific examples of how your experience in different contexts shows how you meet the criteria.

Section 5 - References
Referees will be contacted **before interview**, so please ensure that you have discussed your application with your selected referees. It is preferable for us to be able to email referees directly, so wherever possible please provide an email address.

Section 7 – Declaration
We prefer to receive applications submitted via email, along with supporting letters in a separate document. When sending an electronic file, candidates are asked to check the box to confirm their agreement with the declaration. If you are offered the post, you will be asked to check and sign your form in full to confirm that it is accurate.

Other questions
Our hope is to make the application process as clear as possible for all candidates, so that we ensure a fair field and are able to assess applications which show the applicant's strengths clearly. If you have any queries about the letter of application, the application form or any other part of the application process, please do not hesitate to contact the school office who will be glad to help, or will pass your request on to the headteacher for a response.

Thank you for taking the time to consider an application; we look forward to receiving it from you.