



# THE MINSTER SCHOOL

## A Church of England Voluntary Aided School



## How to Apply for a Job at The Minster School



***We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. We have prepared these guidelines 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 timely, fair and equitable decisions that are based solely on merit. As such, we aim to give you the opportunity to provide up to date information about your abilities and experience as these relate to the post you are applying. In this pack you will find a 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

This is the key to being shortlisted. It describes the qualifications, skills, abilities and experience that we think are needed to do the job successfully. You should think about this carefully when writing the supporting statement part of your application form. You may want to consider using the criteria from the person specification as headings and then demonstrate how your previous experience, skills, qualifications and abilities match these criteria. We use the person specification as a benchmark against which we assess all candidates. What you write in your supporting statement will be used to decide whether you should be put on a short list of candidates for interview.

### Making an application

Remember, your application is the only information we have about you, and it is your opportunity to demonstrate that you are able to meet the requirements of the job.

You should describe carefully the kind of work you have done, and relevant experience that you have had. 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 at The Minster School.

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

It follows from the above that you should gear your application to the specific job for which you are applying, using the person specification as your guide. We would ask you not to submit a general application you may have used for a series of jobs nor do we accept CVs.

Ensure you set out the information you are providing in a well-organised, logical and concise format. Provided the information is set out clearly, it is not necessary to type, but please write clearly in black ink. The appropriate application pack is available for you to download at [www.minster.notts.sch.uk](http://www.minster.notts.sch.uk) on the vacancies page. There should be no gaps in chronology when describing your education and employment history in order to comply with safe recruitment processes. 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. Always keep a copy for your reference. Postal applications should be marked for the attention of Mrs A Byrne, The Minster School, Nottingham Road, Southwell, Nottinghamshire, NG25 0LG. Alternatively, electronic applications can be e-mailed to [recruitment@minster.notts.sch.uk](mailto:recruitment@minster.notts.sch.uk).

Closing date for applications is midday on the advertised 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.

### Equal opportunities monitoring form

Please complete and return this with your application. Once received, this information is separated from the application form and is not used in the short listing process in any way. It does, however, provide us with valuable equal opportunities information for monitoring purposes.

### References

All appointments are subject to the school receiving satisfactory references, and the application form asks you to identify two individuals for this purpose. References will normally be taken up prior to interview, unless you indicate on the application form that you do not wish to have them taken up at this stage. Your referees should have first hand knowledge of your work skills and abilities and when 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 school, as personal references do not provide objective information for a working situation.

### Short listing and interview process

To complete a long list or short list, your application form will be matched against the selection criteria for the post.

Depending on the requirements of the vacancy, the school may conduct written exercises or practical tasks in appropriate circumstances and you may therefore also be asked to undertake such exercises as part of the selection process for this vacancy.

Generally, we involve students in the selection process for all new members of staff, for example by providing a tour of the school or meeting with members of the School Council.

For teaching vacancies, all candidates will 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.

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

We are working to improve the employment opportunities we offer to people with disabilities (as defined by the Disability Discrimination 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. If you meet all other selection criteria, you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include adjustment to premises and equipment or job duties.

Please also indicate whether you require any special aids, adaptations or conditions for your interview. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. If there is any special help that you need for interview or throughout the application process, please contact Mrs Byrne (HR Administrator) at the school.

### Conditions relating to offers of employment

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 List 99 and enhanced police clearance checks via the Disclosure and Barring Service (DBS).
2. Original evidence of identity and qualifications (photocopies 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.
5. Satisfactory medical clearance. All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the LA's occupational health physician.
6. Eligibility to work in the UK by providing a relevant original document as specified by the Asylum & Immigration Act 1996, photocopies will not be accepted.
7. Completion of a 'declaration of pecuniary interest form'.

Teaching Posts

8. Verification of successful completion of the statutory induction period and professional status such QTS.

Internal Candidates

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

### 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.