



ST CATHERINE'S SCHOOL

— TWICKENHAM —



Guidance notes for applicants

General Guidance

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form or need it in an alternative format, please contact us at recruitment@stcatherineschool.co.uk.

Please read the information pack carefully, paying particular attention to the job description and person specification. **Please do not attach CVs to your application as these will not be considered.**

Personal Details

Please complete this section fully, providing at least one contact telephone number and email address.

Present or Most Recent Employment

Please complete this section with details of your current or most recent job.

Previous Employment

Please complete this section beginning with your most recent job, listing all work undertaken since leaving school/college, including any placements or voluntary work. Please ensure you account for any gaps in employment.

Education, Qualifications and Training

Please complete this section as fully as possible. We will require evidence of your highest and/or most relevant qualifications before confirming an appointment and may check your qualifications with the relevant Awarding Organisation. Qualifications are not always essential for all posts; you may have work experience or undertaken other training that is relevant to the post.

Letter to the Headmistress

Please include a letter to the Headmistress, including your experience, skills and interest in the advertised role.

References

References will be requested prior to interview for all shortlisted candidates. All offers of appointment depend on receiving satisfactory references and therefore you must give the details of three referees who may be contacted to comment on your suitability for the advertised position. It is always helpful to make your referees aware they may be contacted. If you are currently employed in a school, you must name the Head as your first referee.

If you have not worked for some time, or this is your first position, you should give the name of someone who can comment on your ability to do the job. The School reserves the right to ask for substitute referees if the ones you have provided are not deemed to be suitable.



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Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.

Prior to interview, shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered. You may be asked for further information about your criminal history during the recruitment process. You must declare any relevant information, failure to do so could result in the withdrawal of a job offer, dismissal or disciplinary action.

Declaration

It is important you read and answer all the questions in the application form and sign the declaration in Section Eight. Failure to complete all sections of the form may result in your application not being considered. You will be required to sign a hard copy of your application on attendance at interview.

Equalities and Diversity Monitoring Form

Collection of equalities information is solely for monitoring purposes to ensure our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010.

This information is kept fully confidential in accordance with GDPR and any data you submit will only be used for monitoring purposes. It will not be used in assessing/scoring your application or during the interview process.

Submission of Application

Completed documents should be submitted electronically to recruitment@stcatherineschool.co.uk. Please note, receipt will not normally be acknowledged unless specifically requested.