



## St Mary's School (Colchester) Ltd

### Application instructions

Thank you for your enquiry regarding this position.

Please complete the application form, including the position applied for, at the top of page 1 and return it by post or using the email address stated, marked for the attention of **the Principal or the Chair of Governors as appropriate.**

If you are completing the application electronically please note that we reserve the right to request proof of signature at the interview stage.

The deadline for returned applications is **5pm on the date stated for each position, unless stated otherwise.**

If shortlisted you will be contacted to confirm the arrangements for interviews.

It is not School policy to contact or offer feedback to unsuccessful candidates at the short listing stage, but will do so if you have been interviewed.

If you have any questions please contact the named person between 8.30am and 4.00pm, Monday to Friday.

### Completing the Application Form

With your application form you should have received a Job Description which includes details of the skills and experience required for the role you are interested in applying for. These are provided for your reference only and do not need to be returned with your application form. From time to time, depending on the role, candidates may also receive additional information in their application pack, which usually relates to the role being advertised.

A Job description is a document that identifies the key task areas that the post holder will be accountable for and contains a series of headings such as skills and experience required which tell you what the School is looking for from the successful candidate.

When you complete your application form we strongly advise that you use these documents to help you identify the key skills, personal qualities and experience you require as well as demonstrate to us how you are the most suitable candidate for this role.

In terms of previous experience, information about unpaid work at home or in the community can be just as valuable as paid work and should be included in your application, where appropriate.

The main thing to remember is that during the short listing process one of the main things we will be looking for is evidence (e.g. examples of the relevant skills or experience you have) that demonstrates why you are the most suitable person for the role.

#### Helpful tips

- Do a rough draft first as this will help you to avoid mistakes, repetitions etc.
- Complete as much of the form as possible - the more information you provide us with about your suitability for the role, the greater the chance that you will be shortlisted for an interview.
- Send it to us before the **closing date**.
- You may find it useful to keep a copy for reference, especially if you are selected for interview.
- Make a note of the **interview date** and keep it free in case you are shortlisted for an interview



#### **Safeguarding Notice**

St. Mary's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo enhanced child protection screening.

Our Safeguarding Children Policy is available on our website: [www.stmaryscolchester.org.uk](http://www.stmaryscolchester.org.uk)