

guidance

schools recruitment

what happens after you've applied?



Once we have received your application form it is processed by the school or HR service centre and filed until the closing date, when the recruiting manager will collect it.

Shortlisting

The applications are shortlisted and it is decided who will be invited to the next stage of the selection process. Recruiting managers are reminded at this stage, of their commitment to the disability symbol, if their school has gained this.

They will shortlist according to how closely you have demonstrated that you meet the essential and desirable criteria stated in the person specification. You will need to demonstrate clearly in your application that you meet the essential criteria, in order to claim a guaranteed interview.

Should you be invited for an interview, you will be asked if there are any particular requirements you have in order to be able to participate in the selection process. This is something we ask everyone, not just those who have identified themselves as having a disability. The Access to Work Scheme can help at this stage too, but everyone needs reasonable notice to put arrangements in place.

Assessment methods

There are a number of different selection methods used:

- **interviews** are generally structured and formal, and interviewers prepare a list of questions beforehand, asking the same questions to all candidates
- **assessment days** can be held either in schools or local venues and comprise a number of different activities such as interviews, presentations, role plays, group discussions or tests in addition to a standard interview. You will know in advance what to expect, and you will be contacted to make sure that the selection process is accessible for you

Once this stage of the selection process is complete, the panel will discuss their thoughts and make a verbal offer to the successful candidate. The manager will contact the unsuccessful candidates at this stage, offering feedback to those that would like it.

Offers of employment and start dates

The successful candidate is sent a provisional offer subject to references, medical clearance and an enhanced CRB check. All the necessary paperwork will be sent to the successful candidate and the references would be collected.

Once all the necessary clearances have been received, a start date is arranged and a contract of employment is sent out.