***A NOTE OF ADVICE TO APPLICANTS***

Following the closing date, the short list is determined by assessing each application form alongside the selection criteria.

Evidence relating to some of the selection criteria will be given in sections 3, 4 and 5 of the application form. Candidates are advised to ensure that any selection criteria which are not clearly met in these sections should be addressed in the Supporting Statement (section 6). It may be helpful to you and to the reader if you use the number for each selection criterion in turn saying whether and how you meet it.

Please do quote direct experience as evidence. You are not ruled out if you are unable to meet every selection criterion. After all, certain criteria can justifiably be deemed more important than others and it is a rare applicant who indisputably meets all of them.

It is entirely in order to provide a CV, rather than completing sections 3, 4 and 5 of the application form and you may wish to provide a typescript for section 6.

The short listed applicants invited for interview are usually fairly level pegging as far as we can judge from their application forms. Therefore, the rest of the competitive process of selection depends on the interview and the references.

Following short listing, we immediately contact the referees of the short listed applicants. References are not read until the governors’ Appointing Committee has interviewed all of the candidates.

In the interviews, precisely the same questions are asked of each of the candidates and the questions are read form a typescript in order to ensure that they are clear and concise. Following the Committee’s questions, the candidate is invited to ask questions about the school and the post and, if he or she wishes, to augment any earlier answers and to make any additional statement in support of the application.

We make every effort to put the candidate at ease. It is undeniably a competitive process, but it is not intended to be trial by ordeal. It is not just a buyer’s market. You have been kind enough to show an interest in our advertised post and you may be the very one with the qualifications, experience, skills and attitudes we are looking for; just the person we are eager to appoint.