



## DRAYTON MANOR HIGH SCHOOL

Dear Applicant

Thank you for enquiring about a vacancy at Drayton Manor High School.

All posts are subject to a six-month probationary period. Other terms and conditions of employment covered by collective agreements negotiated by the National Employers Organisation – School Teachers and the recognised unions of school teachers set out in the Conditions of Service for school Teachers in England and Wales (commonly known as the 'Burgundy Book').

### **DOWNLOADING THE INFORMATION ON POSTS**

Please download the information pack for the post for which you are applying. The information pack will contain

- Relevant Job Advert
- Relevant Person Specification
- Relevant Job Description

In addition, you should download the following information

- Policy Statement on the Recruitment of Ex-Offenders
- Guidance Notes for Applicants with Disabilities
- Child Protection and Safeguarding Children Policy

### **HOW TO COMPLETE THE APPLICATION FORM**

All application forms are available on Microsoft Word and can be completed easily online. Once you have downloaded the correct application form, please complete the following steps

- open the blank template form on your own computer and start to fill it in
- save the completed form on your own computer and give it a file name (such as 'Application for the post of...')
- send an email to [hroffice@draytonmanorhighschool.co.uk](mailto:hroffice@draytonmanorhighschool.co.uk) and attach the completed application form file

When emailing applications, please submit the whole application as a complete file document (no scanned images or single pages).

Alternatively, you can print a hard copy of the blank form, complete it by hand and post this form to the HR Office at the address given below. Please ensure the application form is posted in time for the closing date.

### **FURTHER INFORMATION ON COMPLETING THE APPLICATION FORM**

Please ensure that all sections of the application form are completed and your statement in support of your application addresses all areas of the person specification and job description.

### **REFERENCES IN SUPPORT OF YOUR APPLICATION FORM**

For all posts, you must provide the names of two referees in support of your application and their full contact details. For all shortlisted candidates, references will normally be taken from your present/last Headteacher and/or present employer.

For all shortlisted candidates, references will be requested before the interview date.

References, testimonials or open references or testimonials addressed as 'to whom it may concern' are not acceptable.

### **SAFEGUARDING**

- Disclosures – as part of our safeguarding procedures for employment at the school, please note that it is essential to declare on your application form **all** conviction(s), (spent, unspent, criminal or pending criminal charge(s)) including cautions, reprimands, barrings or warnings received at any time. No conviction is ever 'spent' for employment at the school. This includes being placed on a 'barred' list and infringements for driving and insurance.
- The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

### **DECISION FROM THE SCHOOL ON YOUR APPLICATION FORM**

If your application has been successful in being shortlisted, we will contact you regarding an interview.

If you have not heard from us within two weeks of the closing date, your application has not been successful on this occasion.

Should you have any queries, please contact the school's Human Resources Department.

We look forward to receiving your application.

HR Office  
Drayton Manor High School  
Drayton Bridge Road  
London  
W7 1EU  
Tel: 020 8357 5604  
E-mail: [hroffice@draytonmanorhighschool.co.uk](mailto:hroffice@draytonmanorhighschool.co.uk)