ST. OLAVE'S GRAMMAR SCHOOL
INFORMATION PACK

APPLICATION PROCEDURE

Please read carefully all the information about this post as well as referring to the school website www.saintolaves.net . If you have any questions, please do not hesitate to telephone on 01689 820101 or email ttaylor@saintolaves.net

Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

In your supporting statement, please tell us:

- Why you are applying for this post
- How your experience, skills, training and/or qualifications equip you for it.

For teaching jobs please upload your application to the TES website portal. If you experience difficulties with this procedure then you may send your completed application form by email or through the post to:

Headteacher's PA
St Olave's Grammar School
Goddington Lane
Orpington, Kent
BR6 9SH
ttaylor@saintolaves.net

For other vacancies your application form should be posted to the address above or emailed to ttaylor@saintolaves.net

Please apply as soon as possible. Receipt of your application will be acknowledged by email.

APPOINTMENT PROCESS

If shortlisted, you will receive either a phone call and/or email inviting you to attend for interview. It is important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you. If you require any assistance in attending for interview, please let us know in good time so that we may make appropriate arrangements.

For Teaching posts, you will have an opportunity to meet students and staff and to familiarise yourself with the School and the Faculty. You will be required to teach an observed lesson. Interviews with the Headmaster and senior staff will focus on subject knowledge and passion, discuss interesting and relevant areas of your background, explore your ability to perform the duties of the post and your willingness to contribute to the wider school community.

Support Staff Applicants who are short listed will be called for interview with senior staff to explore their ability to perform the duties of the post and willingness to contribute to the school community.

PRE-EMPLOYMENT CHECKS
The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of whom must be your current Head-teacher or employer. For teaching staff it is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

- Provide proof of all relevant qualifications.

- Provide proof of eligibility to work in the UK.

- Undertake an Enhanced DBS check, and receive appropriate clearance. ***Please note that an Enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".***

- Complete a Medical Declaration and receive fitness to undertake the duties on the job description.