



INFORMATION FOR CANDIDATES

“We nurture independent learners who are prepared for adult life.”

Minerva May School is dedicated to building a workforce that reflects a wide range of perspectives. We welcome all suitable candidates for employment, regardless of gender, ethnicity, religion, beliefs, sexual orientation, gender identity, pregnancy status, parental status, age, disability, or marital/civil partnership status.





Important Information for Applicants

Please Read Before Completing Your Application

Eligibility to Work in the UK

Please note that Minerva May School is not in a position to offer visa sponsorship. All applicants must have the right to work in the UK at the time of applying.

Completing the Application Form

Applicants are required to complete the full application form. While you may include a CV for reference, we cannot accept applications based on a CV alone.

Please ensure that you provide a comprehensive record of your education and employment history from the time you left school, college, or university through to the present day.

Explaining Any Gaps

If there are any gaps in your employment or education history, please clearly explain them, including dates (e.g. caring responsibilities, travel, study leave).

Personal Statement

Your supporting statement is your chance to outline why you are interested in joining Minerva May School, and to demonstrate how your experience, skills, and knowledge make you a strong candidate for the role.

References

You must provide details for at least two referees. One should be your current or most recent employer (or academic contact if you have recently completed your education). To meet safer recruitment expectations, we may require additional referees to verify your full employment history for the past 10 years.

If you currently work in a school, your reference must be provided by the Headteacher. The second referee should be a previous employer, academic contact, or someone who can comment on your professional experience.

We do not accept open references or personal character references.

Applicant Declaration

By submitting your application form either via our recruitment portal or by email, you are confirming that all information provided is true, complete, and accurate to the best of your knowledge.

Enhanced DBS Check

All offers of employment are subject to satisfactory references, online social media checks and pre-employment checks, including an Enhanced DBS check. This will disclose any



relevant information including cautions, warnings, reprimands, and both spent and unspent convictions.

Contact and School Visits

If you would like to arrange a visit to Minerva May School or have any questions about the application process, please contact our school office on 01293 222 502

To find out more about what makes Minerva May School a rewarding and inspiring place to work, please visit our website: <https://www.minervamayschool.org/>