MYTON SCHOOL

Mental Health Lead

CLOSING DATE: 9.00am Friday 28 June 2019

INFORMATION FOR APPLICANTS

Thank you for your interest in working at Myton School. The following guidance should help you to provide us with the necessary details we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and why you feel you are suitable for the role. This will be of great assistance to those who are short-listing the applications as it helps them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

We encourage all applicants to complete a Myton School Application Form to assist the panel in short-listing. CVs can be submitted but only as additional information to a fully completed Application Form.

The sections on the application form are intentionally of a fixed size. If you need to include more information on any section please attach a continuation sheet to your application form.

- **Personal Details**

Any contact details you provide may be used to notify you should you be short-listed. In particular, if you provide a mobile telephone number or email address please ensure that these are actively used by you so that you are sure to receive any message we send you.

Please include details of any previous names that you have been known by on the last page of the application form.

- **Employment History**

It is important that you provide a full history of your employment. Please notify any gaps in employment with details of your activities during these periods.

Returning Your Completed Application

Please return your completed application plus any supporting information, to arrive at the school no later than the advertised closing date (see above).

- **Emailed applications** are strongly preferred and will be accepted if they are received by the school at the nominated email address vacancies@myton.co.uk by the closing date and time.
- **Postal applications** should be addressed to the Head Teacher at the Myton School address. Please mark the front of the envelope ***"Job Application for the post of ……"*** so that it can be identified more easily from the general school post. *Please ensure you use the correct postage on your application (e.g. Large Letter) to avoid missing the closing date (Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school).*

T:01926 493 805 F:01926 490 380
WWW.MYTONSCHOOL.CO.UK

MYTON SCHOOL IS THE TRADING NAME FOR MYTON SCHOOL TRUST
A COMPANY LIMITED BY GUARANTEE IN ENGLAND AND WALES UNDER COMPANY NUMBER 7669416 WHOSE REGISTERED OFFICE IS MYTON SCHOOL, MYTON ROAD WARWICK CV34 6PJ

Referees

Please provide details of two appropriate referees. This should include your most recent employer and, if applicable, a reference from any educational employment you have had. Relatives, friends and colleagues cannot be considered as appropriate referees. Open references (i.e. not written in relation to the specific post for which you are applying) are not normally acceptable.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any issues they may need to discuss with you while you are here. If you would not wish your referees to be contacted before interview, should your application be short-listed, please indicate this clearly on the application form.

Declarations

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as "spent", must be declared. Should you have any record of this nature, please provide details separately but alongside your application. Details should either be emailed to me at taylor.l@myton.co.uk or returned in a sealed envelope addressed to me and marked private and confidential.

NB: The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website. Go to www.gov.uk and search for "*criminal record filtering rules*".

NB: The successful applicant will be required to complete an application for an Enhanced Disclosure from the Disclosure and Barring Service (previously Criminal Records Bureau) before taking up their duties.

Short-listing

Short-listing normally takes place immediately after the closing date. The information provided on the returned application forms will be scrutinised and assessed equally against the criteria contained in the person specification, or the stated requirements of the job. This process will be carried out by more than one person to ensure objectivity.

NB: If you are invited for interview, please be aware that we take our responsibilities for safeguarding the welfare of our children extremely seriously. You will therefore be asked to bring certain documents with you, including relevant qualifications, proof of identity (photo-ID) and a DBS Disclosure if you have one.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Queries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact us, either at **vacancies@myton.co.uk** or 01926 493805 ext 209/237.

Please note that we can only respond to telephone calls during school term time. During school holiday periods please use e-mail to vacancies@myton.co.uk for any communications.

Thank you for your interest and we look forward to receiving your application by the closing date.

Lisa Taylor
HR Manager

Tel: 01926 493805 x209/237 Email: vacancies@myton.co.uk