

Glebe School
**APPLICATION FORM
GUIDANCE NOTES**



Hawes Lane
West Wickham, Kent
BR4 9AE
020 8777 4540

recruitment@glebe.bromley.sch.uk

Welcome to Glebe School

Dear Applicant,

Thank you for your interest in this exciting opportunity to join the team at Glebe School, a special school dedicated to supporting pupils with a wide range of SEND needs.

At Glebe, we pride ourselves on being a welcoming, inclusive community where pupils feel safe, valued, and inspired to learn. Our commitment to excellence is reflected in our position within the top 2% of special schools in the country, based on performance outcomes. This success is also demonstrated through our consistently outstanding Ofsted reports, with the latest (2025) highlighting that 'respect and kindness are at the heart of the school's culture.'

We've cultivated an exceptional environment at Glebe, where the whole school community collaborates to set and achieve ambitious goals for our pupils. As a result, this empowers our pupils to transition into adulthood successfully. Above all, the wellbeing of everyone - staff and students alike - is a priority at Glebe.

For more information about the school, please visit our website at www.glebe.bromley.sch.uk. Should you have any questions about the role or the school, please don't hesitate to contact us at recruitment@glebe.bromley.sch.uk to arrange a call-back.

After exploring our school, we hope you will see it as an exciting step in your career journey, and I look forward to meeting with you soon.

Best regards,



Ian Travis - Headteacher

Guidance Notes

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Your application form and especially your supporting statement are the only pieces of information that we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Completing your application

The application form is a separate document and can be downloaded from the websites where the post is advertised or from the school website at www.glebe.bromley.sch.uk

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on how well they have completed the application form demonstrating how well they meet the requirements of the person specification.

Personal details

It is important that you fill in this section accurately and in full. The more information you give the better. Please do not leave any section blank and if it is not applicable please indicate with an N/A.

Present/most recent post and employment history

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide a job title with responsibilities and the period that you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

Education and training

Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note you will be asked to provide original or certified copies of relevant certificates.

Rehabilitation of Offenders Act

The school has a duty to protect the children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service.

References

References will be taken prior to interview. Any issues raised in the reference may be discussed at interview.

Please do not submit open testimonials with this application form.

Supporting statement

This is the most important part of your application as it is where you can show how you have the skills and knowledge for this post.

Please ensure you read both the job description and the person specification to ensure that what you write is relevant. You will need to explain and provide examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the Person Specification.

Sending your application

Your completed application form should be sent by email to recruitment@glebe.bromley.sch.uk or by post to the school address.

Please make sure you keep a copy of your application. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

Thank you for considering this post at Glebe School and good luck with your application.