Bordesley MULTI ACADEMY TRUST

Easemore Road,
Redditch,
Worcestershire B98 8HB
Telephone: 01527 586970
Email: office@bmat.co.uk
Website: www.bmat.co.uk

October 2026

Dear Applicant

IMPORTANT APPLICANT INFORMATION
TEACHING ASSISTANT (TA2) – HOLYOAKES FIELD FIRST SCHOOL

Thank you for your interest in the above post. Please ensure you read this information carefully as if the guidance is not followed, this will result in your application not being considered.

The following information is available:

- Information about the School https://www.holyoakes.worcs.sch.uk/
- Job Description, Person Specification and Safer Recruitment Policy (provided on the TES Portal)
- Relevant policies including Safeguarding & Child Protection Policy, Code of Conduct, etc by visiting the policy section on https://www.bordesleymat.org/

Applications

If you wish to make an application please complete the application form on the TES website. Please note we are only able to accept applications completed on this form. We will not accept CV's or applications via other websites. **Please ensure that all sections are completed fully as any gaps will result in you not being considered for shortlisting.** Applications should be received by 12 NOON on Thursday 12th November 2026**.**

Application Form

Please ensure that this is used for your 'letter of application'. **Do not leave any gaps in employment or education history without an explanation**. Please also include any work experience or voluntary work in your employment history. Also, please include any qualifications or training that you are currently undertaking in your education history. Please ensure that all grades and dates are indicated for GCSE and A Level examinations and degree level. Please use the Additional Skills section to highlight any other skills, attributes that you have which would be relevant to your application. **This is your chance to sell yourself!**

Referees

The position is subject to satisfactory references. Please ensure that you provide two referees along with email contact addresses. As per our Safer Recruitment policy, **one referee should be your current employer,** and for all teaching posts one referee should be your current or most recent headteacher. Failure to provide these referee details again will result in your application not being considered. We will contact referees prior to interview. It may be prudent to indicate an additional referee in the event that referees may not be available.

Invites for Interviews

If successful at shortlisting, invites for interview will be sent to you via the TES portal and these are usually sent out within 2-3 days from the closing date. Please ensure that you check all of your inboxes at this time, as we are aware that some of these invites do go into "spam" or "clutter".

CEO: Mr S Goodwin, B Eng (Hons) NPQH
Bordesley Multi Academy Trust is a company limited by guarantee registered in England and Wales.
Registered address: Trinity High School & Sixth Form Centre, Easemore Road, Redditch, B98 8HB
Company number: 07704968

We will provide a full interview schedule for shortlisted candidates. All interviewees will be expected to provide three relevant forms of ID, evidence of qualifications, evidence of right to work in the UK. You will be advised of all relevant forms of ID within your invite to interview and failure to provide such documentation will delay the recruitment process.

Safeguarding

This post is subject to an Enhanced DBS check and criminal background check via the disclosure procedures. Also as per The Department for Education Statutory guidance, in accordance with the "Keeping Children Safe in Education" legislation latest version that came into effect on 1st September 2022, shortlisted candidates will be subject to an online search as part of our due diligence. This form will be sent to all shortlisted candidates to return prior to interview.

Bordesley MAT is committed to the protection, safety and welfare of its pupils and staff and we aim for the highest standards in safeguarding procedures. We expect all staff and volunteers to share and promote this commitment.

School Information

Please visit the school website https://www.holyoakes.worcs.sch.uk/ for comprehensive information. Should you wish to visit the school prior to application we will be happy to arrange this, please contact Nicky Beech, *School Operations Officer* on beechn@holyoakes.bmat.co.uk or call 01527 62928.

Unsuccessful applicants who are not called for interview will be notified via the TES portal, within two weeks of the closing date. We will also only be able to provide feedback to shortlisted candidates.

Can I take this opportunity of thanking you for your interest in this post, and **we look forward to hearing from you!**

Yours sincerely

Ms J Reynolds
HR Officer, Bordesley MAT