



1. Application Process

Please visit our website www.audenshawschool.org.uk – staff vacancies to download the recruitment pack and application form.

The completed application form should be accompanied by a personal statement of no more than two sides of A4 (font no smaller than 11). In the application form and personal statement you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements, which we may use if we receive a large number of applications which meet our 'essential criteria'.

The completed application form and your personal statement should be returned to Jeanette Saw, Headteacher, via our recruitment email recruitment@audenshaw.tameside.sch.uk. Alternatively, hard copies should be returned by post to Recruitment, HR Department, Audenshaw School, Hazel Street, Audenshaw, Manchester M34 5NB.

Applications must be received no later than 9.00 am on Friday, 24 January 2020. Applications received after this date and time will not be considered. Please note that we will not be able to consider CVs as part of this process. Checks may be taken to verify the information supplied on the application form.

Should you have any queries or special requirements please contact the HR Department at recruitment@audenshaw.tameside.sch.uk

2. Shortlisting

Shortlisting will be finalised on Monday, 27 January 2020. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached.

References will be taken up after shortlisting and prior to interview. The referees listed on the application form must include your most recent employer (if applicable). Your second reference should be from your previous employer (if applicable or if this is not possible, a non-employer reference can be obtained). Your referees will be informed that the contents of the reference may be discussed with you.

Audenshaw School operates a policy whereby any unsuccessful applications will be destroyed after 6 months.



3. Interviews

Interviews will be held on Wednesday 29 January and Thursday 30 January 2020. The process will consist of a series of interviews and discussions with governors, staff and students. Candidates will also be asked to undertake appropriate practical tests related to the knowledge and abilities in the Person Specification. Candidates are asked to ensure they will be available to attend on these dates.

4. Notification

Candidates will be notified of the outcome of the final interviews by 4pm on Friday 31 January 2020. Please ensure that you have provided day and evening telephone numbers on which you can be reached.

If an offer of employment is made, this will be subject to:

- The receipt of two satisfactory references
- Receipt of a satisfactory medical clearance
- Evidence of any required professional qualifications
- The receipt of satisfactory enhanced DBS checks
- Evidence that you can be legally employed in this country.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking Up Post

The successful candidate will be required to take up the post at Easter 2020.

7. Visits to the School

To arrange a visit to see the school, please contact Deborah Patel, HR Manager, on 0161 336 2133 or via email pateld@audenshawschool.org.uk.

8. Data Protection

The information that you provide on this form, and that obtained from other relevant sources, will be used to process your application for employment with Audenshaw School. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with Audenshaw School, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you confirm your agreement to the School's processing of your personal data and sensitive personal data, (as described above).

9. Safeguarding and Promoting the Welfare of Children and Young People

As part of Audenshaw School's commitment to safeguarding and promoting the welfare of children and young people, all employees are required to complete an enhanced DBS check application form.

You will not be able to start work until the Disclosure and Barring Scheme (DBS) have undertaken your Disclosure and 'clearance' has been received.

Bolton Council process the School's DBS applications online via Complete Background Screening Ltd. CBS have worked with the DBS for many years and have developed a highly secure and user-friendly system to process checks. Please be assured that your data is secure and processed to the highest security and confidentiality standards, with robust protection elements in-built to the CBS system. Only those people with a genuine reason to process your data for reasons of recruitment will have access to it.