Minster Trust for Education

National Church of England Academy

May 2021

Dear Sir/Madam

Please find enclosed an application form and details for the post for which you have shown an interest.

Upon completion, the application should be emailed to HR@mitretrust.org.uk. **Please do not post or hand deliver applications to National Church of England Academy.** Please note that only fully completed application forms will be accepted and the school will not accept CVs in lieu of the application form.

Closing date for applications is **9am on Friday 14th May 2021** and interviews will be held **week commencing Monday 17th May 2021.** Late applications will not be considered.

National Church of England Academy and the MITRE Trust are both committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful candidates will receive the Trust's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Please note that in line with the safeguarding requirements, if you are shortlisted,

- References will be requested prior to interview from your current or last employer (unless otherwise stated on the application form). Referees may also be contacted by telephone.
- You will need to bring with you to the interview original documentation to prove your identity.

Further details will be given if you are invited to an interview. All successful candidates will also be required provide evidence of their right to work in the UK, original certificates and to undertake an enhanced Disclosure and Barring Service Check via the DBS.

National Church of England Academy and the MITRE Trust is committed to the promotion of equal opportunities for staff and students, irrespective of gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age pregnancy or maternity leave or trade union membership. This commitment will apply to recruitment and selection practices, training and development,

promotion and in the application of national and local agreements in respect of pay and conditions of service.

If you require any further information about the school please visit our website www.nationalacademy.org.uk. If we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful.

Yours sincerely



Matthew Parris
CEO, MITRE