

## Key Information Sheet for Post at Thriftwood School & College

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

### Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address **no later than Midday on the closing date of Tuesday 16<sup>th</sup> May 2023**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There may also be a skills test/teaching observation or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

### Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

[OPTIONAL: The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.]

### References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay.

### On-Line Checks

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.

### Probation

All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.

### Interview date

Interviews will be held at Thriftwood School, Slades Lane, Galleywood, Chelmsford, CM2 8RW on **Tuesday 23rd May 2023**. Please note the school does not reimburse candidates for interview expenses.



### Further information and school visits

Applicants who require further information or would like to visit the school should contact Tracey Imhof on 01245 266880 or email to [tracey.imhof@thriftwoodschoo.com](mailto:tracey.imhof@thriftwoodschoo.com).

### Pay

This post is paid on STPCD Leadership Points 3 – 7. The full time pay range for this Scale is £46,548.00 to £51,470.00.

Employees are paid in twelve equal monthly payments per year.

