

July 2024

Dear Applicant

FINANCE & HR ASSISTANT

Thank you for downloading the application pack for the above vacancy. To apply for this position you will need to have read all the following documents before completing the application form.

- Finance & HR Assistant Job Description including Person Specification
- Privacy Notice Job Applicants
- Application Form Guidance Notes
- Application Form

Applicants who do not write their applications to the person specification will not be short listed.

The closing date for applications is 9am on Thursday 5th September 2024. Interview date to be confirmed.

Candidates who are shortlisted, will be telephoned and invited to interview.

The following information details how we carry out our selection process:

Criteria

We read all the application forms and scrutinise them to make sure that candidates meet all the **criteria of the person specification**. It is very important that candidates complete everything on the application form. We provide guidance on how to complete the form, but additionally require candidates to:

- Ensure all employment details are complete as well as giving details and explanations for any periods not in employment
- Ensure that the referees provided **are not** friends or relatives. One must be the current employer and if that employment is not with children, the other must be of previous employment with children
- **You must give examples of how you meet each criteria of the person specification.**
- Only candidates who fulfill the **person specification** will be interviewed

Testing

We assess how each candidate fulfills the requirements of the post and assess their suitability to work with children.

Verification

Candidates must bring photo identification (passport or drivers' licence), and any relevant qualifications to the interview, including confirmation of status (e.g. QTS and registration with the GTC for teachers). **Only originals will be accepted.** We will contact current and previous employers of all short listed candidates as part of the verification process.

Requirements for Referees and anomalies

If candidates are shortlisted, references will be requested **immediately**. These will then be scrutinised and any discrepancies or anomalies arising from the information within the application and the subsequent references, **will be addressed at interview with the candidate.**

Referees may be contacted by telephone as well as asked to provide a written response. Please ensure you give all the necessary contact details. At least one must be the current employer and if not currently working with children, candidates also need to provide a referee from the last post which involved contact with children. The interview will include a 'personal' section, where suitability for working with children will be explored, including an exploration of previous experience.

Interview procedures

There will be a panel who carry out the interview.

An enhanced DBS check, references and medical clearance are required for the successful applicant before a final offer is made.

The Bridges Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

I look forward to receiving your application.

Yours faithfully

K Wooder.

Kate Wooder
Executive Headteacher

