

Frequently Asked Questions

Will my application be acknowledged?

All online applications are automatically acknowledged. If you would like to ensure that we have received your application please contact the Recruitment Team.

Do I have to complete my application form in one session online or can I go back to it at a later date?

The system will save each section as you proceed through the application form so that you can pick up where you left off or make changes later.

Will my application be kept confidential?

Yes, but we will contact your referees as soon as you have been offered and accepted a position subject to terms and conditions. If you are applying for a position within a school we will contact your referees prior to the interview if you are shortlisted.

I am unable to locate some of my qualification certificates etc; will this matter?

Yes. If you are shortlisted, we will ask you to bring confirmation of your qualifications to the interview. Please contact the awarding body of the qualification and request new certificates (copies are not acceptable).

Can I trace the progress of my application?

Yes, if you have applied online and you are selected for interview, you will be contacted by email to confirm your interview details. Please ensure that you check your email on a regular basis and also your spam filters if you use these. If you do not hear from us within three weeks please presume that you are unsuccessful.

What if I decide to withdraw my application?

Please contact the Recruitment Team giving your name, the position title and the reference number of the job that you wish to withdraw from. Your application will then not be put forward for shortlisting.

What if I am unable to make the date/ time of the interview?

Please contact the 'contact name' on the interview e-mail if you are unable to make the interview. The decision to rearrange an interview will be made by the Recruiting Manager and is by no means guaranteed.

When will I hear the outcome of my interview?

In most cases, we try to inform candidates on the day of the interview, but this is not always possible. If you have not heard within 5 working days of your interview, please contact the Recruiting Manager for further information.

Am I able to obtain feedback from my interview?

For feedback from your interview please contact the Recruiting Manager who will be able to assist you.