

GUIDANCE NOTES FOR APPLICANTS

<p>General</p>	<p>The information provided on the Buckinghamshire Council application form will determine whether or not you are shortlisted for an interview. Please note CVs will not be considered.</p>
<p>Referees</p>	<p>You must provide names and contact details for at least two referees, covering a period of at least five consecutive years, one of whom must be your current or most recent employer. We will generally contact these as soon as you are invited to interview.</p> <p>If you have not been employed before, give details of any teachers/lecturers or others who know you well enough to comment on your ability to do the role, based upon the job description. Friends, family friends or relatives are not appropriate. Please contact us if you are unsure.</p>
<p>Training and Qualifications</p>	<p>You will be asked to provide evidence of relevant qualifications if you are invited to interview.</p> <p>Please give details of any relevant training and/or qualifications. You may also have gained qualifications or attended training that, although not essential, are relevant to the role for which you are applying.</p> <p>We are also interested in any relevant courses that did not lead to an examination or qualification and will take into account equivalent education or qualifications gained overseas or as part of a vocational scheme.</p>
<p>Personal Statement</p>	<p>Please provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.</p> <p>If you have little or no work experience you may include other relevant examples of your qualities and strengths. We understand you may have diverse experiences or skills that can be valuable in this role. We welcome candidates who possess such qualities from other fields.</p> <p>Please highlight any transferrable skills, such as:</p> <p>Leadership: Have you taken on leadership roles in community organisations or volunteer capacity? Describe your experiences and how they have developed your leadership skills.</p> <p>Communication: Explain how your communication skills, whether in customer service roles, public speaking, or any other context, can contribute to effective interactions with pupils, parents, and teachers</p> <p>Organisational skills: If you have experience organising events, managing projects, or handling administrative tasks, demonstrate how this can help you with efficiency in a school environment</p> <p>Problem Solving: Share examples of how you have approached and solved challenges in your previous experiences, showcase your abilities</p> <p>Adaptability: Discuss instances where you adapted to new situations or learned quickly, emphasising your ability to thrive in an educational environment</p>
<p>Experience</p>	<p>Please detail all employment you have undertaken. If you have not held a full time or permanent job, give details of any other employment you may have had, such as work experience, part time or voluntary work.</p> <p>ANY GAPS IN YOUR WORK HISTORY MUST BE FULLY EXPLAINED ON THE APPLICATION FORM</p>

Disability	<p>Stokenchurch Primary School/Buckinghamshire Council welcomes applications from people with disabilities.</p> <p>Please let us know in advance if you need additional assistance in order to complete the application form or prior to attending any selection process (e.g. large print, adjustable seat, wheelchair access etc)</p>
Safeguarding	<p>Stokenchurch Primary School is committed to safeguarding and promoting the welfare of children and young people; hence an enhanced DBS disclosure will be required from all successful applicants.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:</p> <ul style="list-style-type: none"> • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). <p>This will not necessarily preclude an offer of interview or employment.</p> <p>For further information on filtering please refer to Nacro guidance and the guidance issued by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').</p> <p>It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All shortlisted applicants will be required to complete and return a self-disclosure form prior to interview.</p>

We appreciate the time you will devote to submitting your application and wish you every success.