



**Woodlands C of E Primary School**  
**Working in partnership with St Oswald's C of E Primary School**  
Head of School Recruitment Information Pack  
Required for 1<sup>st</sup> September 2023  
**Salary L14 – L18 (£61,042 - £67,351)**



***Our amazing children are looking for a new Head of School to lead their school  
from September 2023.***

***Could you be their perfect candidate?***

**Closing date:** Wednesday 26<sup>th</sup> April 2023 at 9am  
**Shortlisting:** Thursday 27<sup>th</sup> April 2023  
**Interview: Day 1** Tuesday 2<sup>nd</sup> May 2023  
**Interview: Day 2** Wednesday 3<sup>rd</sup> May 2023

**Tour dates** w/c 27<sup>th</sup> March 2023  
w/c 17 April 2023



## Contents

Welcome letter from CEO of BDAT and Chair of Governors	Page 3
Welcome letter from the Executive Headteacher	Page 4-5
Woodlands Academy Vision and Values	Page 6
About BDAT	Page 7
BDAT Mission, Vision and Values	Page 8
Head of School Advert	Page 9
Head of School Job Description	Page 10 - 12
Head of School Personnel Specification	Page 13 - 14
How to find us	Page 15
Selection Process Guidance	Page 16 - 17



## Welcome to Bradford Diocesan Academies Trust

Dear Applicant

On behalf of BDAT and the Governors of Woodlands C of E Primary School we would like to **thank you** for showing an interest in the Head of School post at our school.

**Nestled on the Bradford and Kirklees Border**, Woodlands CE Primary is a small village school packed full of **determined and individually amazing children** in a community where we are incredibly proud of our unique children, supportive parents, great staff and forward-thinking governors.

At the centre of Woodlands CE Primary lies a learning community that embraces every opportunity to offer an exciting, social, multi-cultural and pioneering educational experience for each and every one of our learners.

We have a dedicated team who are fun, friendly and motivated to ensure that each learner is stretched and that they experience fulfilment in learning every single day.

**We are looking for an equally special Head of School** to lead Woodlands CE Primary. That person will have the skills, the track record and the personality to drive our school forward to be **amongst the best in Bradford**. The good news of course, is **you won't be doing it alone**. As well as leading a school which is part of **BDAT Family of 19 Schools**, you will also be part of a team dedicated to driving school improvement across two sister Academies – St Oswald's Church of England primary school and Woodlands Church of England primary school. This means that while you will be the substantive Head of School at Woodlands, you will have the support of an Executive Principal, peer Head of School and team of three assistant Head Teachers. You will also have the opportunity to make a difference to the life chances and outcomes of 430 students at St Oswald's, in addition to the 116 students at Woodlands while supporting two very distinctive communities within Bradford.

If you are a **dynamic leader with energy, drive and ambition**; if you feel you can **build on our many strengths** and give every one of our children every chance every day to be the very best they can be; and if you are ready for the **next step in your career**, then this job could be the one for you and we look forward to meeting you. Visits to the school are warmly welcomed and actively encouraged. Please ring the Academy Trust Office on 01274 909120 and ask for Jilly Geering to make an appointment to see our school at work.

Thank you again for your interest in our schools. We very much look forward to receiving your application.

Yours sincerely

Carol Dewhurst  
Chief Executive Officer, BDAT  
Dear Prospective Applicant

Gary Denison , Chair of Governors  
Woodlands C of E Primary School



Dear Applicant

Thank you for taking an interest in this role, which will be required for September 2023.

BDAT is looking to appoint an inspirational Head of School for this challenging and exciting leadership role. We are seeking to appoint a strong and proven senior leader who will build on the strengths that have been established in Woodlands Church of England Academy, whilst working across two schools in the BDAT family. Our goal is to transform the lives of our students, staff, and communities in both Academies so that they can continue to inspire young learners whilst sharing expertise to continue to develop and improve.

This post is a fantastic opportunity for an ambitious leader looking either to extend their experience of headship or start their first headship in a highly supportive and rewarding environment.

### **The substantive Head of School context for Woodlands CE Primary**

Woodlands CE Primary is a ½ form entry Church of England primary academy and part of the Bradford Diocesan Academies Trust (BDAT), a well-established, Christian, Multi-Academy Trust based in Bradford.

Woodlands CE Primary is requiring a leader who can create a pupil-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. The school has recently been re-confirmed as Good by OFSTED (January 2023.) However our goal is to become an outstanding academy that delivers consistently excellent education through consistent excellent practice. You will be fortunate to lead a talented team who are requiring a Head of School who understands the pedagogy of effective teaching and learning practices and research and who can support teachers in delivering the best educational and pastoral provision for their children and the community. We are seeking to appoint a leader with energy and commitment who recognises the potential of our staff and students and will strive to develop this.

### **Why is this a different role?**

This role is different to a normal Head of School role as you will join the team at the start of an exciting cross school collaborative partnership working across two schools with BDAT, whilst named Head of School in Woodlands. Under the leadership of an Executive Headteacher's direction, St Oswald's and Woodlands are looking to share leadership across both schools to support capacity and expertise across their Academies. From a small school perspective this will significantly support the capacity of middle leadership in your Academy, from a Head of School point of view, it will allow you to be accountable for your own school but also support and develop St Oswald's at the same time whilst benefitting from excellent support and networks.

Woodlands was inspected by Ofsted in January 2023 receiving a Good in all areas. Amongst our strengths highlighted were the school's personal development curriculum, effective teaching in reading and our support in SEND. We believe this gives you a great baseline to drive us forward faster towards outstanding.

Woodlands is part of a Trust with a family of 19 schools. The 15 Primary schools have close working relationships supporting each other every day and you will become an integral part of the family. You will both support and be supported by the schools and the



Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

There is a strong emphasis on relationships between all stakeholders. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is an exciting opportunity for talented and forward thinking professionals to make a sustained and substantial contribution to the growth and development of the academy and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Yours sincerely

A handwritten signature in blue ink that reads "G Wilson". The signature is written in a cursive, flowing style.

**Gillian Wilson**  
**Executive Headteacher**  
St Oswald's C of E Primary School & Woodlands C of E Primary School



## Woodlands Vision and Values

### Our Vision

Our school is a family – we care, we share, we laugh and we learn in the light of God. Through our Christian values we instill in our children an understanding of their wider world, where we encourage children to be resilient and independent, ambitious, lifelong learners. Our Christian Values are: Hope, Forgiveness, Service, Compassion, Peace and Wisdom.

“Whenever the rainbow appears in the clouds, I will see it and remember the everlasting covenant between God and all living creatures of every kind on earth”.

### Our Values

**At Woodlands we actively promote ...**

Focus on, and show how, the school’s work is effective in securing these values  
Challenging pupils, staff or parents who express opinions contrary to British values

#### **Democracy – what do we do?**

Provide pupils with a broad general knowledge of, and promote respect for, everything and everyone  
Teach pupils how they can influence decision-making through the democratic process  
Include in the curriculum information on the advantages and disadvantages of democracy and how it works in Britain  
Encourage pupils to become involved in decision-making processes and ensure they are listened to in school  
Help pupils to express their views  
Teach pupils how public services operate and how they are held to account  
Model how perceived injustice can be peacefully challenged

#### **Rule of law – what do we do?**

Ensure school rules and expectations are clear and fair  
Help pupils to distinguish right from wrong  
Help pupils to respect the law and the basis on which it is made  
Help pupils to understand that living under the rule of law protects individuals  
Include visits from the police in the curriculum  
Teach pupils aspects of both civil and criminal law and discuss how this might differ from some religious laws  
Develop restorative justice approaches to resolve conflicts

#### **Individual liberty – what do we do?**

Support pupils to develop their self-knowledge, self-esteem and self-confidence  
Encourage pupils to take responsibility for their behaviour, as well as knowing their rights  
Model freedom of speech through pupil participation, while ensuring protection of vulnerable pupils and promoting critical analysis of evidence  
Challenge stereotypes

#### **Respect and tolerance – what do we do?**

Promote respect for individual differences  
Help pupils to acquire an understanding of, and respect for, their own and other cultures and ways of life  
Challenge prejudicial or discriminatory behaviour  
Organise visits to places of worship  
Develop critical personal thinking skills  
Discuss differences between people



## About BDAT

Woodlands C of E Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 15 primary schools, 4 secondary schools and 1 all through school in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other, and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money, and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is **"to provide education of the highest quality within the context of Christian belief and practice."** We strongly believe every child only has one chance at a good education.

Our core Trust values are **aspiration, inclusion, compassion, resilience and excellence**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter [@wearebdot](https://twitter.com/wearebdot) or visit [www.bdat-academies.org](http://www.bdat-academies.org)



## BDAT's Mission, Vision and Values

### BDAT's mission is:

'To provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals'

### Our vision is:

'That every student in a BDAT academy gets a happy and high-quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford.'

### Our values are:

- Inclusion.** We understand everyone is equal, without exception. We value and encourage diversity and difference. We proactively seek to learn from others.
- Compassion.** We care for each other. We respect each other and treat our friends and colleagues how they would expect to be treated. We make sure we are safe, feel loved and are actively supported at all times.
- Aspiration.** We set high expectation for ourselves, our children and our staff so that each of us is supported to achieve our own potential. We expect nothing but the best from ourselves and from others.
- Resilience.** We are ambitious and reflective. We are determined and brave in making decisions and when facing challenges. We expect our schools to provide us with the skills and knowledge to guide us through our future as life-long learners.
- Excellence.** We provide rigorous support and challenge to our schools and our students. We strive for excellence in all we do.



## Head of School for Woodlands C of E Primary School

### Working in partnership with St Oswald's C of E Primary School

Mill Carr Hill Road, Oakenshaw, Bradford, BD12 7EZ

Full Time, Permanent, Required for September 2023

**Salary L14 – L18 (£61,042 - £67,351)**

The Trustees of BDAT and Governors at Woodlands C of E Primary School wish to appoint an inspirational Head of School for this rewarding leadership role. The school is seeking a strong leader and team player who will build on existing strengths to ensure the school achieves its ambitions for excellence and success at every level.

Woodlands C of E Primary School is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

#### We need from you

- ✓ A strong, innovative and creative leadership and management
- ✓ A strong commitment to achieving success through partnership and teamwork
- ✓ A strong Christian commitment and personal demonstration of Christian values
- ✓ Excellent interpersonal and communication skills
- ✓ Drive, ambition and high expectations
- ✓ A commitment to learning and continuous improvement
- ✓ A passion for developing innovative approaches to the curriculum
- ✓ A passion for learning
- ✓ A proven ability to lead and develop staff
- ✓ A desire and passion to initiate, lead and manage effective strategies to support the development of the school

#### We can offer you

- ✓ Engaged, happy, well-behaved and well-motivated children
- ✓ A dedicated, enthusiastic staff team committed to our school and our children and who will support you every step of the way
- ✓ High levels of Trust and Governor support - you won't be in this alone when you join the BDAT family of schools
- ✓ A welcoming, friendly and vibrant school
- ✓ A school that is part of a forward thinking Academy Trust

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school, we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can.

Please contact Jilly Geering (PA to the Director of Primary Education) to arrange your visit via email: [jill.geering@bdat-academies.org](mailto:jill.geering@bdat-academies.org)

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w/c 17 April 2023

We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website [www.bdat-academies.org/bdat-business/bdat-policies/](http://www.bdat-academies.org/bdat-business/bdat-policies/)



## Job Description

**Job Title:** Head of School

**Accountable to:** Executive Headteacher and Chair of the Academy Local Governing Body

**Grade:** L14 - L18

All BDAT Head of Schools' are expected to work in partnership with the Executive Headteacher to lead and manage their school in line with the current Head Teacher Standards which can be accessed here: [Head teacher standards](#).

Headteacher standards will be used to drive personal Performance Management targets to support the Head of Schools' journey to Headship.

All BDAT Head of Schools' are required to be an effective system and school leader working across the BDAT family of schools and an ambassador for the Trust.

### Overall purpose of the post:

The role will be leading Woodlands Primary CE Primary supported by St Oswald's leadership team and developing St Oswald's CofE Primary School as well.

Under the supervision of the Executive Headteacher to provide leadership and strategic direction for the management of their Academy, and others within the collaboration to:

- Develop a collaborative school vision in line with the Trust values and the individual needs of their school community
- Provide every child with a high quality education and life experience, which promotes the highest possible standards of achievement and ensures they leave school ready for the next stage in their academic/life journey.
- Maximise potential through the skills and resources available from within the school and across the Trust.
- Build leadership and staffing capacity in their academy reflecting the BDAT ambition to be an employer of choice.
- To prepare, lead and support internal and external audits including Ofsted, SIAMS (if church school) and other audits e.g. health and safety, safeguarding etc.

### Main Duties and Responsibilities:

#### Leadership - Under the supervision of the Executive Headteacher

- To implement, delegated management and operational activity of the academy.

**"Be the rainbow in someone else's cloud"**



- To translate the vision and needs of the school into an improvement plan and ensure this is implemented successfully.
- To provide enthusiastic, innovative and consistent leadership to the academy staff and all other stakeholders eg. Parents, community, the wider BDAT family.
- To work positively with the community to ensure the best possible outcomes for all students, especially those who are the most vulnerable.
- To ensure that students are healthy, stay safe, enjoy and achieve their maximum potential, and achieve economic and personal well-being once they leave the academy.
- To develop the reputation of the academy, locally, regionally and nationally.
- Act as an observer and report where required to actively support the Governing body to understand its role and deliver its functions effectively.
- Provide reports as required to the Executive Headteacher, Governing body, Trust Board and/or Executive as required.
- To act as an ambassador for BDAT as a member of the extended Trust leadership team.

**Education Provision and Standards under the supervision for the Executive Headteacher to:**

- Ensure that a modern broad and balanced up to date curriculum is developed and implemented and that curriculum delivery is translated into effective learning and assessment practice.
- To ensure that curriculum provision leads to every child meeting their full potential in terms of both academic attainment and progress.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality education provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop and sustain a culture where students feel safe, confident and can attain their maximum educational outcomes.
- Develop, support and sustain a culture of positive student attendance engagement and behaviour across the Academy.

**Finance, Personnel and Resources under the supervision for the Executive Headteacher to:**

- Ensure that all the activities of the academy are conducted in accordance with all legal requirements and regulations and that policies and procedures are consistent with “best practice” and recognised codes of probity.
- Implement a robust performance management framework that both supports and develops staff in line with Trust policy.

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- To ensure that all staff have access to high quality CPD and opportunity to attend training in relation to their individual needs and the needs of the school.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning and/or high quality education provision.
- To ensure that all resources are organised and managed to provide the best possible outcomes for students.
- To ensure staff are appropriately and managed and supported in line with Trust HR practice and advice.
- To ensure the school site is effectively maintained and managed in line with Trust Estates and Health and Safety practice and advice.

#### **Additional Responsibilities:**

##### **To Liaise and work with the Executive Headteacher to:**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Respect confidential issues linked to home/students/teacher/academy work.
- Comply with the Trust and Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Comply with the Trust and academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- To be self aware and to role model continuous self development and professional behaviours.

**"Be the rainbow in someone else's cloud"**



## Woodlands CofE Primary School

### Person specification

### Head of School

Qualifications	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
National Professional Qualification		✓
Experience and Knowledge	Essential	Desirable
An ability to drive and deliver transformational and cultural change under the supervision and support of an Executive Headteacher.	✓	
A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain that standard.		✓
Evidence of improving a school or areas within a school in line with Ofsted and accountability measures.	✓	
A deep knowledge and clear understanding of education legislation, new innovation and developments.	✓	
A practising Christian or supportive of and able to promote the BDAT distinctive Christian inclusive ethos and the values of the academy.	✓	
Skills	Essential	Desirable
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality working in partnership with the Executive Headteacher.	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote success.	✓	
An enthusiastic leader, committed to ensuring the best possible outcomes for children and the community using data, analysis, evaluation, and next steps to reach this working in partnership with the Executive Headteacher.	✓	
The ability to build a sustainable workforce of high-quality staff and leaders in partnership with the Executive Headteacher.		✓
The ability to provided clear direction and shared purpose for all children, staff and stakeholders.	✓	
A commitment to working positively with all stakeholders and partners.	✓	
Excellent communication skills with all children, staff and stakeholders including the Executive Headteacher.	✓	



Strong negotiation skills and the ability to influence other to the benefit of the school and Trust.		✓
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
A proven ability to successfully manage resources effectively within your previous roles.		✓
The ability to motivate staff to ensure high performance working in partnership with the Executive Headteacher.	✓	
The ability to translate a visionary/innovative concept into a practical implementation plan and ensure that the plan is delivered effectively and efficiently and reported to the Executive Headteacher.		✓
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation.	✓	
Resilience and determination including the ability to also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.	✓	
A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equality in employment and service delivery matters.	✓	
A strong commitment to the personal and professional development of all staff through performance management and access to high quality CPD in partnership with the Executive Headteacher.	✓	
An ability to take training to ascertain a deep knowledge and clear understanding of health and safety legislation and how schools need to comply with this		✓
An understanding of the Church of England distinctiveness agenda and how this can be interpreted and demonstrated on a day-to-day basis within a school.		✓
A proven track record as a senior leader, demonstrating improvements in raising the quality of teaching and learning, educational standards and Ofsted categories.	✓	
Effective financial planning and use of financial resources within the areas of previous responsibility.		✓
Ability to lead school in line with the Trust and school policies in conjunction with the support of an Executive Headteacher.	✓	
A commitment to networking and collaboration between schools within and outside the MAT.	✓	



## How to Find Us

### MAP



Woodlands C. Of E. Primary School  
Mill Carr Hill Rd, Oakenshaw, Bradford BD12 7EZ  
T: 01274 678385  
W: [www.woodlandsprimary.org.uk](http://www.woodlandsprimary.org.uk)



2<sup>nd</sup> Floor, Jade Building, Albion Mill,  
Albion Road, Bradford, BD10 9TQ  
T: 01274 909120  
E: [info@bdac-academies.org](mailto:info@bdac-academies.org)  
W: [www.bdat-academies.org](http://www.bdat-academies.org)

**"Be the rainbow in someone else's cloud"**



## Selection Process Guidance

### Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

### Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

### Visits to the academy

Visits to the academy are warmly welcomed and actively encouraged. Please ring the Academy Trust Office on 01274 909120 and ask for Jilly Geering to make an appointment to see our school at work or email [jill.geering@bdat-academies.org](mailto:jill.geering@bdat-academies.org)

### Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/vacancies)

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of executive staff, Trustees and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.



### **Interview Process**

If you are successful in being selected for interview, we will notify you of the full interview process.

The interview will consist of several tasks and activities including a formal interview, these are designed to allow you to demonstrate your skills and abilities.

You will be asked to provide proof of qualifications and identity on the first day.

### **Final Selection**

Following the tasks and formal interview, the person specification will be used as a guide to select the most suitable candidate for our academy. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation.

### **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- A satisfactory online check
- Provision of proof of identity and qualifications

### **Timeline**

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