



KEY INFORMATION SHEET

This sheet sets out the key information for any candidates applying for a role with ATLAS Multi Academy Trust. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it as directed no later than 09.00am on the closing date. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Please note that the school/Trust reserves the right to interview and appoint prior to the closing date.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to an interview with a selection panel and other assessment tests dependent on the role (e.g. lesson observation for teaching roles, practical tests etc.)

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified as soon as possible.

HR will contact shortlisted applicants and therefore if you have not received any communication from them within 4 weeks of the closing date your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

Interview date:

Interviews will be held at the school for which the role will be located. The Trust does not reimburse candidates for interview expenses. Please bring three forms of identification;

- Passport, to prove identity and eligibility to work in the U.K.
- Driving Licence or A Marriage Certificate or copy of Deed Poll (if applicable) if your name has changed.
- Utility bill (not mobile phone) or Bank statement or P45 or P60 or letter from HMRC no more than 3 months old, to prove address.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact the Trust HR department.