



Confederation of School Trusts

INFORMATION FOR APPLICANTS RECRUITMENT INFORMATION AND DETAILS OF THE SELECTION PROCESS Administrator

Thank you for enquiring about the above post.

In order to apply you will need to access the following information from our website
www.cstuk.org.uk

- Application form
- Job profile and person specification

All applicants wishing to apply will need to complete and send to us:

- A covering letter
The covering letter should be no more than 1 side of A4. This should detail the particular skills and experience you would bring to the post to demonstrate **how** you will help support CST, NTA and CST Professional Development Ltd as part of our team.
- A copy of your CV
- A fully completed and signed application form

A CV alone will not be considered. All documentation can be completed and returned electronically, however, if this is the case it will need to be signed in person where the applicant is called for interview. Completed application forms will not be acknowledged.

The closing date for applications is **Monday 25 March 2019, 5pm**. Late applications will not be considered.

Interviews will be held **in early April** in **Nottingham**. Applicants who are not called for interview will not be informed that they have been unsuccessful. If you have not heard anything within 7 working days of the closing date for receipt of application forms, you may assume that you have been unsuccessful on this occasion.

Applicants invited for interview will be required to bring with them original copies of any relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

As our office is based in a school, all employees are subject to safeguarding checks, including an Enhanced DBS clearance.

Please return your completed application documentation to Clare Robson-Farrelly, Executive Officer:

Email: c.robson-farrelly@cstuk.org.uk

Address: CST Office, George Spencer Academy, Arthur Mee Road, Stapleford, Nottingham, NG9 7EW

For any other enquiries, please contact the CST office admin@cstuk.org.uk or call 0115 917 0142