



## GREENWOOD ACADEMIES TRUST

### **Working at the Greenwood Academies Trust –**

#### **Useful Information for Applicants**

Thank you for your interest in joining the Greenwood Academies Trust (GAT), we currently have 37 open academies educating approximately 17,000 pupils across seven local authority areas including Nottingham City, Nottinghamshire, Leicester City, Northamptonshire, Peterborough, Lincolnshire and Central Bedfordshire. GAT is a 'not for profit' organisation and was formed in 2009.

GAT's vision is to inspire and to ensure that every pupil thrives, makes excellent progress and succeeds. In order to achieve this, we look to appoint committed, talented and a motivated team to enable the Trust to grow, learn and thrive.

Below, you will find information on;

- The Trust's policies on Safeguarding and Data Protection
- The Trust's policy for the employment of Ex-Offenders
- The stages within the recruitment process
- Contact information if you have any queries about your application
- Perks of working for GAT

#### **Policies**

Please see below links to our Trust policies on Safeguarding, Data Protection and a link to other policies you can find on our website.

[Trust Policies](#)

[Safeguarding](#)

#### **Employment of Ex-Offenders**

No information on previous cautions or convictions will be taken at application stage. Shortlisted candidates must complete a Criminal Record Declaration Form prior to their interview in order to disclose any adult cautions (simple or conditional), unspent conditional cautions, unspent convictions in a Court of Law and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Any disclosures may be discussed at interview to obtain and clarify and further details.

All of our roles are exempt from the Rehabilitation of Offenders Act 1974.

**It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.**

For more information, please visit <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Applicants are also required to disclose information which may make them unsuitable to work with children or within the role they have applied for as part of our statutory duty to ensure the safeguarding of our pupils.

### **The Recruitment Process**

Our recruitment process is broken into the following stages;

- Advertising
- Shortlisting
- Interviewing
- Onboarding

We aim for the shortlisting process to be carried out and candidates to be informed if they have been successful in securing an interview as soon as possible after the closing date of the vacancy.

There may be a one or two stage interview process, some interviews may include panel interviews, group work, a task and/or presentations. More information will be given in your interview invitation.

If you have any special requirements, due to disability, to allow you to fully participate at any stage of the recruitment process, details of who to contact for arrangements to be made will be included in your invite to interview.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their right to work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview. Details of acceptable documents to prove you have the right to work in the UK will be sent to shortlisted candidates with their interview invitation.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check and, where applicable, with Children's Barred List information.

All offers of appointment are conditional until satisfactory completion of the mandatory pre-employment checks, this includes identity, DBS check (at appropriate level), mental and physical fitness, right to work, overseas checks (where applicable), professional qualifications, references.

### **References**

For shortlisted candidates, a minimum of two reference will be sought, with at least one being obtained prior to interview. The Trust will seek:

- References from appropriate sources, including your current or most recent employer. If you are not currently working with children but have previously, a reference will also be sought from that employer.
- Completed by an appropriate person, e.g., senior person with appropriate authority.
- Fully completed references and where a recommendation has been made regarding your suitability to work with children.

The Trust will not accept open references, e.g., 'to whom it may concern' or rely on applicants to obtain their references themselves.

### **Overseas Checks**

Applicants who have lived or worked outside the UK will be required to undertake further checks as appropriate and relevant to the role they are applying for: This could include:

- Criminal records checks for overseas applications
- Applicants applying for teaching roles will be asked to provide a letter of professional standing from the organisation responsible for regulating teachers in the country in which they qualified and/or worked.

### **Perks of Working for GAT**

We believe in looking after the people who make a huge difference to our children, their families and the communities we serve. That's why we give everyone who joins the Trust a Perkbox account – with 24/7 access to perks and discounts, plus curated wellbeing tools to look after your physical and mental health.

Here's what you can look forward to:

- Hundreds of global and local perks, available online 24/7
- Shopping discounts from the biggest brands, all year round
- Save money on everything from the supermarket shop to summer holidays
- A free Employee Assistance Programme from Health Assured

In addition, the Trust offers generous pension schemes and annual leave entitlement.

### **Contact Information**

If you have any questions about the application process, or the Trust, please feel free to contact us by emailing [work@greenwoodacademies.org](mailto:work@greenwoodacademies.org)

Thank you for your interest in working with us at the Greenwood Academies Trust. We hope this information has been useful and we hope to receive your application soon.