

2015 - 2016



Twyford
C of E
Academies Trust

Dear Applicant,

Thank you for your interest in a post at the Twyford Church of England Academies Trust. The Trust incorporates Twyford CE High School (Acton) and William Perkin CE High School (Greenford). More information about both schools can be found in the school prospectuses, available on our school websites.

The job information pack includes the following:

1. Job Description and Person Specification
2. Application Form
3. Equal Opportunities Monitoring Form
4. Policy statement on the recruitment of ex-offenders
5. Safeguarding Children & Young People – Safe Working Practice Agreement
6. School Prospectus

All documents are available on the **Recruitment** page of the Twyford Trust website at:

<http://www.twyfordacademies.org.uk>

Please follow the notes below when completing the application form:

- Complete all sections of the Application Form in black ink and in your own handwriting
- Complete the Equal Opportunities Monitoring Form
- Please also provide a letter supporting your application. This should be typed, and must be no longer than 2 sides of A4 paper (no curriculum vitae or additional sheets should be attached) and should address the Job description and Person Specification

Please return your application to HR/Recruitment, Twyford CE Academies Trust, Twyford CE High School, Twyford Crescent, Acton W3 9PP. You can also email applications to recruitment@twyford.ealing.sch.uk. Please do not send applications by fax.

Please return by the closing time and date **which is displayed on the Vacancies page of the website next to the job you are applying for**. Interview dates, when known, will also be displayed here. **If** your application is successful you will be contacted within one month of the closing date and asked to attend for an interview. **Due to a high volume of applications we are unable to respond to unsuccessful applications.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB. For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.

Should you require any further assistance please do not hesitate to contact me.

Zoe Ruck
HR Advisor

Twyford Church of England Academies Trust

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