

Dear Applicant,

Thank you for your enquiry regarding employment at Rookwood School.

The underpinning principle and ethos of Rookwood School is that every pupil is an individual and they are encouraged to maximise their potential. We wish to appoint someone who will promote these values whilst continuing to support the development of Rookwood School's future.

The vacancies section of the school website contains the following documents, which must be read and completed as required in conjunction with your application:

- Job Description and Person Specification
- An application form
- Recruitment, Selection and Disclosures Policy
- Equality and Diversity Policy / Equality Monitoring Form
- Privacy Notice

The post is subject to:

- The receipt of at least two references which are satisfactory to the school
- Verification of identity
- Verification of qualifications
- A check of the Children's Barred List
- An acceptable DBS Disclosure
- Verification of professional status
- Evidence of the Right to Work in the UK
- Satisfactory medical suitability
- An acceptable probation period

Applications should consist of a covering letter and a completed application form. CVs will not be accepted under any circumstances as a substitute for the application form. The application form should be sent to:

HR Department
Rookwood School
Weyhill Road
Andover
SP10 3AL

Emailed applications, with scanned signatures, are acceptable and the application form may be downloaded from the school website or requested electronically by emailing the HR Department at recruitment@rookwoodschool.org.

Interviews will be held as notified.

Please do not hesitate to contact the HR Department if you have any queries.

We look forward to hearing from you.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Data Protection Statement

Rookwood School processes the personal data provided during the vacancy application process to discharge its contractual and legal obligations and for legitimate interests as an employer and or prospective employer.

The personal information of unsuccessful candidates will be retained for six months from the date of interview and then destroyed in accordance with the School's Data Protection Policy.

The personal information of successful candidates will be retained in accordance with the School's Data Protection Policy.

Rookwood School Trust Limited