

Abraham Moss Community School

Guidance Notes for Applicants, please read

1. The Application Form

Please complete the application form in photocopiable ink or electronically. Use an extension sheet if necessary. Take time to read the information provided on the application form before sending / emailing, including your exam results and any gaps in education or work, this is part of our safer recruitment procedures. Please include job title, date and signature and e-mail to n.taker@abrahammoss.manchester.sch.uk by the closing date for this role which is **no later than 9.00 a.m. Thursday 2 December 2021**.

2. The Person Specification

If you are not familiar with person specifications please don't be deterred by it. It is a tool to help the interview panel judge your application and its suitability for the post, and equally to help you think clearly about the skills and qualities you need to have or to develop for this role. It is important you read this carefully before applying to ensure you meet the criteria.

3. The Letter of Application

This is a **key** statement in which you should address all areas of the person specification. It should be clear, concise, accurately written, presented in an organised way and capture the reader with its relevance. Your letter should focus on **all** aspects of the person specification; the panel will review the contents of your letter against the person specification ensuring it meets all the criteria of the role you are applying for. This is an important part of the application process and must be included with the application form.

Good Luck with your application. Interview date to be confirmed.



Please remember all job offers and subject to DBS Clearance and on receipt of references.