



*Do I have to be an active member of the church in order to work at St Bede's?*  
**We welcome applications from candidates who are at least 'in sympathy' with our aims and ethos.**

*Could I visit the school before I apply?*  
**We are happy for you to visit school, just call to arrange a visit.  
We won't give you an extensive tour, just a flavour of the school.  
A more in depth tour conducted by students is part of the interview process.**

*Can I apply with a CV?*  
**Safeguarding legislation for school means we can only accept official completed application forms.**

*What do I need to send with my application form?*  
**A covering letter is always useful and gives the shortlisting panel a chance to glean further information about you – it's a good place to tell us all the good things about yourself in your own words.**

**If you have any confidential information you need to disclose e.g. friends or relatives working at the school or convictions etc. you can send a separate note in a sealed envelope. We will only open this if you are shortlisted but it is an offence not to disclose something that may have a bearing on your application.**

*Who can be a referee and do you have to take references before the interview?*  
**You will need one reference from your current employer or tutor for NQTs.  
The other can be a previous employer, priest or vicar, line manager – just don't include friends or relatives.**

**If you request us to wait until after the interview to take references we can do this although any offer will not be binding until two satisfactory references are received.**

**References must be addressed to the school for the attention of the Headteacher.**

**They can be scanned and sent electronically.  
Or they can be sent by post.**

*How do I send my application?*  
**You can send your application by email as an attachment, by post or by hand.**

*What if I have a criminal record?*  
**It really depends on the nature of the vacancy and the circumstances and background of your offences.  
A copy of our 'Recruitment of Ex-Offender Policy is available on our school website.**

*What are your contact details?*

**Headteacher:** Alistair Day  
**Resources Manager:** Doreen Houghton  
**Address:** Birdwood Road  
Cambridge CB1 3TD