



ST EDMUND'S COLLEGE SUMMER SCHOOL

Our Hiring Process



Our hiring process



We know hiring processes can seem overwhelming, but we don't want *you* to feel overwhelmed at the St Edmund's College Summer School. We want all candidates – from entry level to leadership – to have access to the same information and resources.

Our hiring process is an important part of our culture. We care deeply about our summer school and the people who make up our team. We recognise that it is our people who have built our reputation and that we will only maintain our leading position in this sector by continuing to attract and retain the highest calibre of talented people.

We also care about building a more representative and inclusive workplace, and that begins with hiring.

In order to truly build for everyone, we know that we need a diversity of perspectives and experiences, and a fair hiring process is the first step in getting there.

With that in mind, we've broken down the process in this document, to turn these statements into a tangible map for you to follow as you apply to work with us.



About us

We recommend taking some time to get a better idea of who we are, what we're about, and what it's like to work with us. Our goal is for you to feel like you know us a bit better, and that you've got enough information to feel like you're applying for the right jobs.

Check out our website, view our social media accounts, and read our blog. Also take some time to read our 'All About St Edmund's' document which tells you all about who we are and what we offer to members of our team.

Hopefully, this will give you a better sense of who we are, what we do and what role seems like the best match for you.

Website:

www.stedmundscollege.com

Blog:

www.stedmundscollege.com/blog

Social Media:



@StEdmundsSummer

YouTube:

<https://www.youtube.com/channel/UCBlHohsLCZff5yTfvAmPQtg>

All job vacancies, job adverts and job descriptions can be viewed at:

www.stedmundscollege.com/work-with-us



Your curriculum vitae



It's tempting to take your last CV and update it, tweaking it a bit here and there to include your latest work. But we'd like to suggest that you go a little deeper and think you'll feel much better about your application if you do.

With any application to the St Edmund's College Summer School, or any other employer, we recommend creating a CV specifically designed for each job you want.

For each position, do the following to build you job-specific CV:

- Align your skills and experience with the job description. Tie your work directly to the role and person specifications (and don't forget to include examples).
- Be specific about experience or projects you've worked on and managed. What was the outcome? How did you measure success?
- If you've had a leadership role, tell us about it. How big was the team? What was the scope of your work?
- If you're still studying, are a recent graduate, or have limited work experience, include school-related

projects or coursework that demonstrate relevant skills and knowledge.

- Keep it short. We don't have a length requirement, but your ability to convey information in a concise and accurate format are important – so think twice before letting your resume move onto multiple pages.

For covering letters: they aren't required (and may or may not be considered), so it's your call on whether to include one. If you do decide to include one, many of the same suggestions apply here as well. For instance, tailor it to the job you're applying for, tell us about yourself and back it up with direct examples. Ultimately, try to let us see who you are a bit.



Your application

We receive a lot of applications, so we created a custom application form to make the task easier for everyone involved.

Our application form asks for a lot of information, but it breaks down into these main areas:

Personal details - tell us the best way to get in contact with you, because it's not great to miss out on an opportunity just because you don't check an email address that often. Don't forget if we can't reach you then we can't interview you.

Work experience - honesty really is always the best policy. Please don't embellish or exaggerate the truth, this will inevitably catch you out if you get through to the interview stage.

Highlight the general responsibilities of your role(s), your achievements, plus the skills required.

As an education institution all applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Baring Service (DBS).

Education - list details of any qualifications you've gained or are currently studying. You might also like to include any additional qualifications or courses that you've attended which would be relevant to the role you're applying for.

Skills - highlight any other skills that you have that may be relevant to or useful in the role. This is your chance to really sell yourself, so don't be afraid to shine.

Submitting your form

All application forms should be submitted via email before the advertised deadline.

You can also print your application and send it by post if needed.

Contact us

We aim to make our application process clear and accessible to all.

If you need help with the application process, please contact us on **+44 (0)1920 824348**, or email us at **summer@stedmundscollege.org**.



Interviews



If our management team believes you might be a match for a job you've applied for, you'll enter our hiring process.

While this process may differ slightly for different roles or teams, the same basics apply whether you're applying for a teaching role, Houseparent role, or a leadership position. Not all of these may apply for your role, but here are some of the ways we assess candidates in our hiring process:

Short virtual chats: Before diving into more in-depth interviews, you may be asked to have a shorter conversation over phone or video. This will usually be with the Summer School Director but may include the team/area manager or peer on the team, and are designed to assess key skills you'll need for the role.

In-depth interviews: Our process aims to be friendly, warm and gives you the opportunity to get to know us better too. We are guided by our goal of creating equality of opportunity in all our recruitment processes where candidates from a wide variety of backgrounds have an opportunity to succeed.

Above all, we want to assess your skills and see if you and this role are a match. So we conduct our interviews using these guiding lights:

- **Structured interviewing:** where every candidate is assessed using clear rubrics and we use those rubrics for all candidates being considered for that role, so that everyone is evaluated from the same perspective.
- **Open-ended questions:** we ask open-ended questions to learn how you solve problems. We want to understand how your mind works, how you interact with a team and what your strengths are.

There aren't any brain teasers or trick questions, so who knows, you might even have some fun.

When it comes to adjustments, our team is here to help. From specialized equipment, interview breaks to extended time or anything else you may require, we aim to provide the support you need so you can keep the focus on your conversations.

Decision and offer

After your interviews are done, we'll bring everything together from your application and interviews and review it.

We say 'we' because we take into account a number of perspectives to come to a decision. If we decide that you're the best candidate for the role, we will reach out to you with an offer.

All offers are subject to satisfactory references, checks of qualifications and any other checks as appropriate, such as Asylum and Immigration checks or Criminal Records Bureau checks.

Once you've accepted the offer, our team will walk you through the next steps including contracts and any necessary training and induction.



Get in touch

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