

Staff Vacancy Roadmap

Advert

Includes:

Job Description, salary details and self disclosure form to be completed by applicant.

Invite for interview

Self disclosure form to be attached for completion for interview.

Schedule of the day to be sent.

Offer Position

Position is offered to successful candidate.

Consent

Consent obtained from applicant to share email with Personnel

Meeting

Meeting with Head-teacher and Personnel to discuss contract details.

Hadlow Primary School



Shortlisting

Optimum 6 applicants.

Notify Personnel of applications and **references** to be sought. For teachers – check prohibition.



Interview

Head-teacher to view self disclosure forms.

Conduct observation and interview



Offer Accepted

Successful applicant agrees to terms and conditions and start date agreed.



Document

Documents to be sent via email to successful candidate to be completed.



Contracts

Contracts to be created and DBS to be applied for by Personnel, Safeguarding documents to be completed by applicant.