

## HOW TO APPLY

To apply for this vacancy please email [Schools.HR@bexley.gov.uk](mailto:Schools.HR@bexley.gov.uk) to request an application pack. **Applications should not be made online via Kent Teach.**

Completed applications should be emailed to [Schools.HR@bexley.gov.uk](mailto:Schools.HR@bexley.gov.uk) for the attention of Bradley Green, HR Officer.

CV's will not be accepted.

**The closing date for applications is 5pm, on Thursday 8 January 2026. The assessment and interview dates are scheduled for 19 and 20 January 2026.**

***We reserve the right to close adverts earlier than the closing date.***

Only applicants shortlisted for interview will be contacted.

Shortlisted applicants will be required to complete and return a Self-Disclosure Form prior to interview. This will be used to explore any relevant information in line with safeguarding requirements. Online searches will also be carried out for all shortlisted candidates as part of our safeguarding checks, in accordance with *Keeping Children Safe in Education*. Any concerns identified will be discussed with candidates at interview. Further vetting checks, including an enhanced DBS incorporating a check of the Children's Barred List, will be undertaken following a provisional offer.

References will be requested for all shortlisted candidates prior to interview.

Please ensure your referees are aware that they may be contacted as soon as your application is shortlisted.

St John Fisher is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.

### **School Visits**

You are warmly welcomed to visit the school. To arrange a visit please contact Susan Oram on 020 83107311 or by email [admin@sjf.bexley.sch.uk](mailto:admin@sjf.bexley.sch.uk)