

# STRATTON EDUCATION TRUST

Executive Headteacher: Mr Rob Watson  
Eagle Farm Road, Biggleswade, Beds. SG18 8JB  
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SET@stratton.beds.sch.uk

## PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete the enclosed application form, giving the names and addresses of two referees, and submit a **concise** letter of application. This should be typed and should include the following information:

- A brief outline of what you have achieved in your present or most recent post
- A statement about why you want this job
- An indication of the strengths and expertise you could offer the school
- How your experience has prepared you for this role

We are not in a position to accept a generic CV instead of an application form. Additional sheets or a separate letter may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to the Headteacher either by post or by email.

The Governing Body of Stratton Education Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief.

The Trust takes Safeguarding very seriously. As a matter of routine, all successful applicants will undergo DBS and barred list checks. Teaching staff will also be subject to a prohibition check. Disclosure of criminal records will be required for any applicants invited to interview.

Canvassing any member of staff or member of the governing body either directly or indirectly, is prohibited and will be considered a disqualification. We do however encourage candidates to discuss very informally either by telephone or by arranging a pre-application visit.

If you have not heard from us within two weeks following the closing date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Stratton Upper School is a 13 – 19 Academy governed by Stratton Education Trust  
Gamlingay Village College is a 9 – 13 Academy governed by Stratton Education Trust  
Registered office: **Eagle Farm Road, Biggleswade, Beds. SG18 8JB**  
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