



## Outline of Selection Process

Post: School Receptionist Part time – 2.5 days or 5 mornings

Please complete the application form and return to:-  
Zeilah Chadwick  
Bradford Christian School  
Livingstone Road  
Bradford  
BD2

Closing date for applications: Tuesday 3<sup>rd</sup> October 2023

Applicants will be tested and assessed against their application form, references received prior to interview, responses to questions at interview which will include questions relating to the applicant's suitability to work with children, and as appropriate performance in a practical skills assessment.

The selection process will commence: Wednesday 4<sup>th</sup> October 2023

Bradford Christian School will contact current and previous employers if shortlisted for interview as part of the pre-appointment checks.

If the applicant is shortlisted for interview Bradford Christian School will take up and explore any discrepancies and anomalies in the information provided or arising from references or the application form at interview

The proposed interview date is: Week commencing 8<sup>th</sup> October 2023

On this day, the applicant will also be required to complete a practical assessment, details of which will be contained in the invite to interview.

If the applicant is successful at interview, Bradford Christian School will require a criminal record check via the Disclosure and Baring Process (DBS) prior to appointment.

The proposed date of appointment is: 30<sup>th</sup> October 2023