

EKO TRUST

**GUIDANCE ON
SUCCESSFUL
APPLICATIONS AND
INTERVIEWS**

2023/24





GUIDANCE FOR APPLICANTS ON OUR APPLICATION AND INTERVIEW PROCESS

Once you have found the role you want to apply for, you need to make sure your application form gives you the best possible chance of getting an interview. The following tips will help you in the application process.

Completing your Application

- Complete all parts of the online application form
- Use clear, plain English. Do not use all block capitals or all lowercase
- Check your spelling and grammar. Read what you have written back to yourself; does it make sense?
- Research: Look at our website and explore our schools and their values.
- Tailor your application form to the job you are applying for by carefully reading the job description and matching your skills and experience to the criteria in the person specification (found at the end of the job description) and what you have found out in your research above.
- The 'supporting information' section is your opportunity to really sell yourself. You can include information here that is not already covered elsewhere in the application form such as your skills, knowledge or experience relevant to the post, a brief explanation of any gaps in your employment. Highlight past experiences and skills that match their requirements with specific examples. Focus on impact: Don't just list duties. Show how your actions improved student outcomes, engagement, or the school environment.
- Always back up what you are saying with tangible and relevant examples of your experience, achievements and any resulting key learning. So rather than just writing 'I am a good team player', give examples of teams you have been part of, your role within those teams and an explanation of what you achieved through working collectively.

Shortlisting

We will use the information in your application form (but not the equal opportunities monitoring information) to draw up a short list of candidates to be invited to interview. Shortlisted candidates will be contacted within 2 weeks of the closing date.

The Selection Process

If your application is successful at the shortlisting stage, you will be asked to attend an interview with questions that relate to the essential criteria required for the role and our values. Some roles require you to take a test or give a presentation as part of the selection process. We will let you know in advance if this is the case.

In certain circumstances, we may decide to complete our selection process virtually. This might be by asking you to attend an interview online using certain software such as Microsoft Teams or Skype and asking you to undertake tests.

Tips for virtual interviews

- Prepare for a video interview in the same way you would a live interview – be prepared to tell your story and think about questions to ask. While the medium may be different, the objectives of the interview are the same.
- Test your software before the interview. Make sure you're familiar with the settings and menus in case you need to make adjustments during the interview.
- Keep the recruiter's contact details handy in case technical issues prevent you from completing the interview and flag them immediately so that we can help you reconnect or reschedule.
- Ensure you have an appropriate user name, not a nickname – being thoughtful about these small things, just like you would at an in-person event, goes a long way.
- Try to join the event from a quiet room where you won't have any distraction
- Join the meeting on time
- Ensure you have a notepad and pen handy to write down useful information
- Always dress for the interview – you will feel more prepared and confident
- Be patient because sometimes the connection will lag and can lead to talking over one another. Try to limit internet traffic at home during your interview to avoid lag disruptions.
- Certain platforms have a "raise hand" function to indicate you'd like to ask a question.
- Don't forget to smile if you're on video conference – let your enthusiasm show!

Tips for in person interviews

- Preparation: Research common interview questions for your specific role and practice your answers using the STAR method (Situation, Task, Action, Result).
- Enthusiasm & passion: Show genuine excitement about the role and the school.
- Effective communication: Speak clearly, concisely, and confidently. Maintain eye contact and demonstrate active listening.
- Ask questions: Prepare thoughtful questions about the school, the role, and student demographics. Shows initiative and genuine interest.
- Professional dress: Dress appropriately for the school culture, aiming for smart. remember to plan your journey so that you are on time.

Feedback

- We hope that you are successful, but please do ask for feedback whether you are or aren't successful as this will give you pointers for your next application. The letter you receive after interview will tell you who you can contact for this.

If you have any questions about working for us, please contact hcunningham@ekotrust.org.uk

