



# Resources and Operations Manager

## How to apply

You must apply using our application form. Please visit our website and download an application form:

[www.steineracademybristol.org.uk/school-office/recruitment/](http://www.steineracademybristol.org.uk/school-office/recruitment/).

If you have problems downloading the form, please email [jobs@steineracademybristol.org.uk](mailto:jobs@steineracademybristol.org.uk) or ring 0117 965 9150.

**We will not accept CVs or any applications that do not use our application form.**

Your completed application form should be emailed to [jobs@steineracademybristol.org.uk](mailto:jobs@steineracademybristol.org.uk) or posted to:

Steiner Academy Bristol  
College Road  
Fishponds,  
Bristol  
BS16 2JP

We will acknowledge receipt of all applications.

**Closing date: 9.00am Wednesday 14th March  
2018. Interviews w/c Monday 19th March 2018.**

Applicants will be shortlisted against the criteria set out in the job description and person specification and invited for an interview if successful through this initial screening stage. Unsuccessful applicants will be notified within 2 weeks of the closing date. We are unable to offer unsuccessful applicants feedback on their application.

### Essential Information

Steiner Academy Bristol is committed to safeguarding and promoting the welfare of children and young people. This is a commitment which we expect all staff and volunteers to share. The successful candidate will be subject to a Disclosure and Barring Service check and other safeguarding measures in line with the Government's safer recruitment guidelines

Proof of all qualifications will be required prior to an appointment being offered.

We are an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example age, race, colour, ethnic or national origin, nationality (subject to nationality rules), sex / gender, transgender, sexual orientation, marriage and civil partnership, disability, religion or religious affiliation / belief, or pregnancy and maternity.

Please be aware that we are not able to guarantee a school place for the children of staff. The school's admission policy is such that children of staff have some priority in the waiting list, but admission will depend on a place being available.