



Recruitment Frequently Asked Questions

1. How do I contact Recruitment directly?

If your request concerns a current vacancy, please refer to the contact details in the job advert.

Alternatively, if your enquiry is a general recruitment query, please email: recruitment@futuralearning.co.uk or call the team on 0117 986 4751.

2. Can I apply for multiple vacancies at once?

You are welcome to apply for multiple vacancies. Please visit the vacancies page and use the filters to match to the available jobs that suit you.

3. I want to visit the school I'm interested in working for. Is this possible?

We can facilitate visits from prospective candidates. Please contact the relevant school directly to arrange. Contact details can be found on the school website.

4. I don't want to complete an application form – can I send my CV?

Unfortunately, we do not accept CVs.

To apply, choose the 'Apply Now' button from the relevant job vacancy to complete the online application form.

5. Can I send my application form by post or drop it into one of your schools?

You can only apply through the 'Apply Now' button for the job vacancy. If you're having problems, please contact the Recruitment Team on 0117 986 4751.

6. How many referees do I need to give?

Initially we ask you to include two referees and their contact details within your application. One of these must include your current or most recent employer, with details of a senior person with the appropriate authority to complete the reference.

If your current role does not involve working with children, you will need to provide us with details of the most recent relevant employer from the last time you worked with children if relevant.

Please take care to ensure the details are correct. This will avoid any potential delays to the pre-employment cycle and your start date.

7. Will you contact my referees before I interview?

We will contact referees prior to the interview; however, we will only do so if you give us permission. Our application form lets you indicate whether you are happy for us to approach your referees before an interview.

Due to statutory safeguarding requirements in the education sector, standardised factual references (i.e. references that only confirm dates of employment) are not satisfactory as they do not provide the necessary safeguarding assurances. We will, therefore, ask your referees to complete our reference form in full.

8. I have some gaps in my employment; does that matter?

If you have gaps in your employment history, please provide an explanation within your application form. For example, if you took a career break, please highlight this.

9. Where can I find out about what employee benefits are available?

Our recruitment information pack details the benefits of working for us. These include a Healthcare cash plan, access to a 24-hour confidential helpline and counselling, and discounts on retail, gym, and sports centres. You can download the pack from our careers page.

10. Can I use my current DBS?

We are required to complete a new DBS for all our new staff members unless you are on the update service. If you are on the update service, please let us know as this will save valuable time.

11. Will you notify me if I don't get an interview?

You will be notified if you are unsuccessful at the shortlisting stage.

12. What should I include in the 'Education' part of my application?

Please include any qualifications relevant to the role listed on the person specification within the job description. Please include your highest level qualification and be prepared to provide these certificates at the interview should you proceed to this stage.

13. I've been shortlisted for an interview; what do I need to bring with me?

You will be asked to bring certificates that relate to the qualification you have put on your application form along with three valid forms of identification from the guidance here -

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>