**Trustee Recruitment and appointment process.**

There are two stages to the recruitment and appointment process: -

**Stage 1**

Interested parties should complete a **Job** **Application Form** and **Self-disclosure for Regulated Activity form** and submit it along with a **copy of their CV** and an accompanying **covering letter** to: wendy@norwichsteinerschool.co.uk or return the pack in a sealed envelope marked **“Private & Confidential”** to:

Wendy Madelin

Administrative Manager

Norwich Steiner School

Hospital Lane

NORWICH

NR1 2HW

Candidates shortlisted shall be invited to discuss the role more fully with the Chair of Trustees and a nominated representative of the Senior Management Team of the Norwich Steiner School.

**Stage 2**

Those successful at Stage 1 will be invited to attend a formal interview with representatives from both the Trustees and the staff of the School, chaired by the Chair of Trustees.

Following a decision by the interview panel, successful candidates will be contacted by phone shortly thereafter.

Successful candidates will be required to undertake DBS and right to work checks, and will be asked to provide evidence of any stated qualifications.

***Persons who have previously expressed an interest in becoming a trustee need not apply.***