



Application and Selection Process

To apply for this post, please submit:

- **Your CV;**
- A **personal statement**, limited to no more than two sides of A4, first stating your motivations to apply and then describing how you meet the role specific requirements, including evidence against the competencies as set out in the [Civil Service Competency Framework](#); for the posts;
- A completed nationality and immigration form at **Appendix A***;
- If you wish to apply under the Guaranteed Interview Scheme, the form included at **Appendix B***;
- A completed Equality and Diversity Monitoring Form must also be completed at **Appendix C***. All monitoring data will be treated in the strictest confidence and will not affect your application in any way.

***Please email dfc@allenlane.co.uk to request forms**

Your application must be received by midnight on Monday 25th September 2017.

If you have any questions about the post please contact Michael Quest or Tim Salmon on 020 3031 9634.

Hearing and determining appeals made by civil servants under the Civil Service Code (**Appendix D***) which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found at on the [Civil Service Commission website](#).

Advice on Providing Competency Evidence in your Application

The competencies and level identified for the post are those that people need to be able to work effectively at the advertised grade. The selection panel will be looking for statements that are within the word limit for each competency. Part of the skill which is required is to express yourself clearly while covering all the necessary points.

When completing your application you will need to provide examples of particular situations where you displayed all or most of the indicators for each competency required. By describing what you did, how and why you did it and the outcome/impact this had will demonstrate to the panel that you can undertake what is required in this role.

When writing your competency statements you should:

- Ensure you are content that you have provided evidence to demonstrate you have met the essential criteria within your competency examples.
- Do not make overarching statements.



- To provide structure to your evidence use the STAR technique; the Situation of the example, the Task you were involved in, Action you took in dealing with the situation and what the Results were and were the aims met.
- Use relevant and specific examples to support your evidence, clearly explaining us know what you have done and how you have done it.
- Use concise text and check spelling.
- Be honest and factual.

Key Competencies for these roles:

- Leading & Communicating
- Managing a Quality Service
- Delivering at Pace
- Collaborating & Partnering

Complaints

The Department for Education's recruitment processes are underpinned by the [Civil Service Commissioner is Recruitment Principles](#), which outline that selection for appointment, is made on merit based on fair and open competition.

If you feel your application has not been treated in accordance with the values in the [Civil Service Code](#) and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting Sylvia Wood, Finance Fast Forward FBP Change Lead, at Sylvia.Wood@education.gov.uk.