



Recruitment Process

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Application

Apply via the [Vacancies](#) page on our website. If you have questions about teaching roles, please email [Robin Hardman \(Assistant Head - Teaching and Learning\)](#); for questions about support staff roles, please email [Becky Allison \(Bursar\)](#).

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Confirmation

Once you have applied, you will receive an automated response confirming receipt of your application.

3

Shortlisting

We will review and shortlist candidates after the vacancy deadline, though this process may occasionally begin earlier.

4

Interview invitation

If you are shortlisted for an interview, we will notify you via email and phone, typically within a week of the vacancy's closing date. If you have not heard from us within two weeks after the closing date, please contact [Asfa Sadiq \(Recruitment Manager\)](#). If you require adjustments for the interview due to additional needs, please let us know at this stage.

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Interview process - Teaching roles

For teaching roles, the interview day will involve delivering a lesson, attending an interview, meeting members of the relevant academic department, and taking a tour of the Trinity site. If you are an unqualified candidate with no teaching experience, we will provide extra support to help you plan your lesson.

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Interview process - Support Staff roles

For support staff roles, the interview day usually includes two interviews, an opportunity to meet potential colleagues, and a tour of the Trinity site. Some roles may also involve a task relevant to the position; details of this will be shared with candidates in advance.

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Candidate selection and offer

If your application is successful, the Headmaster or a member of the Senior Management Team will contact you to make a conditional offer, subject to references and statutory checks.