



STAFF INDUCTION

What to Expect on your First Day

A warm welcome from everyone you meet!

You will be met at reception by the Head Teacher's PA who you will have had contact with during the recruitment process.

She will check that we have all of the necessary paperwork and that you are ready to start your day. You will be given an ID badge and IT pack containing all of the login details you will require to access the systems.

You will then meet with your line manager who will ensure you have a tour of the school, if you didn't have one during your recruitment, and introduce you to your department. Your line manager will ensure you are able to access the IT systems required for your role.

Our staff team are welcoming and friendly and always happy to help you settle in to your new role. It is everybody's responsibility to look after new staff. Most importantly, enjoy your day and let us know if you need anything at all.