

Shrewsbury School

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MATRON

Recruitment Guidance Notes
For Job Applicants



WELCOME TO SHREWSBURY SCHOOL

Thank you for applying to us for employment at Shrewsbury School.

This booklet is provided to help you gain an insight into Shrewsbury School, to assist you with your application form and to explain the process we use to select the most suitable applicant for the post.

Please note that this is a guide only.

APPLICATION FORMS

The application form plays an important part of our selection process and should be completed as fully as possible.

When completing your application form, think carefully about why you want this job and what experience and skills you have to offer us. These may be from previous employment, study, training or general interests and life experiences.

JOB DESCRIPTION

The job description lists the main responsibilities and duties of the position. When writing your application form, consider what experience you have, which may match the requirements of the job.

PERSON SPECIFICATION

Your application should be based on the person specification, which describes the skills, experience and qualifications Shrewsbury School is looking for. We cannot guess or make assumptions about your skills, knowledge and experience, so complete the 'further details' section of the application form as thoroughly as possible, continuing on a separate piece of paper, if necessary.

To ensure that Shrewsbury School complies with Equal Opportunities, you may be shortlisted for an interview if you meet the requirements of the person specification.

WHAT YOU CAN DO TO HELP?

Before returning your application form, please ensure that all sections are completed fully and the declaration signed. If additional space is needed, please continue on a separate piece of paper, writing your name and the position for which you are applying at the top of the page.

The application form, equal opportunities and safeguarding monitoring forms should be sent, marked **PRIVATE AND CONFIDENTIAL**, to:

Human Resources
Shrewsbury School
The Bursary, Kingsland House
Shrewsbury, Shropshire
SY3 7BB

or emailed to humanresources@shrewsbury.org.uk
(Applicants will be asked to sign their emailed application if attending an interview)

The application should arrive no later than 12pm (noon) on the closing date.

PLEASE REMEMBER CHANGES IN ROYAL MAIL'S POSTAL RATES. POSTAGE NOW DEPENDS ON THE SIZE AND WEIGHT. IF YOUR ENVELOPE HAS INSUFFICIENT POSTAGE, YOU MAY MISS THE CLOSING DATE.

SHORTLISTING

After the closing date the applications forms will be considered carefully by a recruitment selection panel. Shortlisting is carried out on the basis of a scoring system against the person specification and applicants with the highest scores will be invited to attend an interview.

The information that you provide on your application form will be used for recruitment and selection purposes only.

INTERVIEW

If you have been selected for an interview, we shall write to inform you of the day and time, if applicable any tests or presentations, as well as who will be on the interview panel.

Please note that we do not reimburse costs incurred to attend an interview.

All interviews will be held at the above address, and directions to the School will be provided in the interview letter.

If you require any assistance with access to the building due to a disability, please let us know as soon as possible, so that we can make the appropriate arrangements.

We shall contact your referees, as given on your application form, before your interview. We shall treat the replies in the strictest confidence, and in accordance with the Data Protection Act.

Following the interview, a panel member will contact you by telephone to inform you of the outcome and, if requested, give you any feedback.

EQUAL OPPORTUNITIES

Shrewsbury School promotes employment practices designed to eliminate discrimination and to ensure adherence to legislation and appropriate codes of practice.

Our aim is to ensure that:

- No job applicant or employee receives less favorable treatment on the grounds of sex, race, colour, religion, disability, ethnic or national origins, sexual orientation or social class.

- No job applicant or employee is disadvantaged by conditions or requirements, which cannot be justified.

- All employees are recruited and trained on the basis of ability and job requirements as outlined in the job description and person specification.

The data you provide on the Equal Opportunities form will be used only to enable Shrewsbury School to monitor equality statistics.

DATA PROTECTION 1998

The information provided on the application form will be processed using manual and computer records. If appointed, Shrewsbury School will hold your application form on your personal file. Application forms of unsuccessful applicants will be retained for a period of six months and then destroyed.

DISABILITY DISCRIMINATION ACT 1996

Shrewsbury School welcomes applications from disabled people and will endeavour to make reasonable adjustments, where necessary, to ensure that interviews and jobs are accessible to disabled people.

CONDITIONS OF SERVICE

Any appointment will be subject to an employment contract. Listed below are some of the main conditions of service which may be of interest:-

EMPLOYMENT CHECKS

Medical Fitness:
The appointment is subject to completion of a medical questionnaire and if necessary a satisfactory report from your GP.

DBS Disclosure:
If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. You should note that the Rehabilitation of Offenders Act does not apply to employment involving access to children or vulnerable clients.

The appointment is subject to a satisfactory Disclosure & Barring Service (DBS) Certificate.

References:
In order to assess applicants' suitability we shall request at least two references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. We will not contact your current employer until you have been offered the position.

Probationary Period:
Any appointment will be subject to a twelve months' probationary period.

LEAVE

Annual Leave
Matron will be entitled to all school holidays (with the exception of the 3 additional weeks working during school holidays, normally worked at the start and end of each term) and will be paid 5 weeks pro-rata annual leave weeks at full pay, which is incorporated into the salary.

Sickness Leave
Sick leave entitlements are based on a rolling year. After a qualifying period of 6 months sick pay is payable during certificated sick leave from the fourth day of each period of absence as follows:

(a) First six weeks at full pay
(b) Next six weeks at half pay
(c) Further absence up to a maximum of 28 weeks at SSP rate.

Compassionate Leave
Staff may take time off work to deal with family emergencies that directly affect their spouse, child, parent or other person living in the family home as part of the family. There is no entitlement to pay during such absences, although each case will be considered on its merits.

Shrewsbury School also has other leave provisions such as maternity, paternity leave. Information detailing these provisions will be supplied to successful applicants.

OTHER

Pension
All support employees will be eligible to join Shrewsbury School's Pension Scheme subject to auto-enrolment Regulations. Members are currently required to contribute 5% of their basic salary or wage to the scheme and the School will contribute 7.5%.

Life Insurance
The school offers a death-in-service life insurance of two times salary and the successful applicant will be automatically eligible.

Medical Insurance
The School will provide personal medical insurance provided by AXA PPI to the successful applicant. Family cover is available at a premium family rate.

Training and Development
Shrewsbury School is committed to training and development of employees to help meet our objectives. All staff are expected to undergo an annual review (appraisal) and undertake any training required to do the job.

Period of Notice
The period of notice is one month during probationary period, one term thereafter.

Lunch
All staff are entitled to eat lunch free of charge in Kingsland Hall when the kitchens are operational.

Leisure facilities
All staff are eligible to use the school's leisure facilities, including swimming pool and gym (when not in use by pupils or other groups).

The above information is generally applicable to the position for which you have applied, but is not to be construed as contractual or binding in connection with this particular post. Applicants should clarify their eligibility for these conditions at the time of interview.