St George's School, Windsor Castle

APPLICATION AND RECRUITMENT PROCESS
EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason.

- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.

- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-over, including those regarded as 'spent' must be declared.

- Where appropriate the successful applicant will be required to complete an Enhanced Disclosure check from the Disclosure and Barring Service at the appropriate level for the post as well as other safeguarding checks.

- We will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates invited to interview must also bring with them:

  - a current driving licence including a photograph or a passport or a full birth certificate
  - a utility bill or financial statement showing the candidates current name and address
  - where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity, qualifications and right to work in the UK
- a satisfactory Enhanced DBS Disclosure. Where this is not available before or in advance of the anticipated start date, a barred list check will be undertaken where the role involves regulated activity.
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (for those with a teaching qualification)a prohibition check
- checks made in relation to disqualification by association regulations for staff and volunteer posts working in the EYFS setting, after school care provision for pupils under the age of 8 or in the management thereof (under the Childcare Act 2006),
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

The School may delay the candidates start date or withdraw the offer of appointment should any of the above items not be completed or obtained to the satisfaction of the School in the appropriate time frame.

WARNING

Where a candidate:

- returns a DBS disclosure which shows s/he has been disqualified from working with children by a Court; or
- is found to have provided false information in, or in support of, his application; or
- is the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police, and/or the DfE Children's Safeguarding Operation Unit.