

Frederick Bremer School

Respect, Responsibility, Integrity

Address: Siddeley Road, Walthamstow,
London E17 4EY

Headteacher: Ms Jenny Smith

Website: www.bremer.org.uk

Application Pack

Role:

HR Manager



Ofsted
GRADED
GOOD

December
2015

"This is a GOOD School"

Leadership and Management: **GOOD**
Teaching, Learning and Assessment: **GOOD**
Personal development, behaviour and welfare: **GOOD**
Outcomes for pupils: **GOOD**



Section	Description
1.	Welcome letter from the Head Teacher and the Chair of Governors
2.	Copy of the post advertisement
3.	Job Description – Support Staff
4.	Person Specification – Support Staff
5.	Safeguarding and Child Protection
6.	How to apply
7.	Information on Asylum and Immigration Checks
8.	Policy on Recruiting Ex-Offenders and the Safekeeping of Disclosures
9.	Equal Opportunity Policy Statement



Job Role: HR MANAGER

Thank you for showing an interest in this post at Frederick Bremer School. We appreciate that applying for a new position is not taken lightly, and the decision about this post is as much about it being right for you as well as for us. You will find information regarding the post in this pack, and more general information about the school on our website. You are encouraged to visit the school prior to interview, and you can also request a phone conversation with the Jenny Smith, Headteacher or Andrea Jennings, Director of Support Services beforehand.

The Post

This is a key role within the school, providing high level professional HR support and guidance to senior and middle leaders. We have robust HR policies and procedures in place and it is vital that these are followed by all staff and also that they are regularly reviewed to ensure they are in line with current UK legislation and guidance from our local authority. The HR Manager will advise and assist on employee relation cases such as disciplinary, sickness absence and capability. They will be expected to support any senior leaders who are tasked with overseeing each individual case. They will lead on recruitment but will be supported with this by the Headteacher's PA who is responsible for ensuring posts are advertised, organising interview days, contacting candidates and safer recruitment within the school. Staff Wellbeing is very important in our school and the HR Manager will lead on ensuring existing strategies are in place and implementing new ideas to support staff engagement and retention within the school.

Support Staff at Frederick Bremer School

In this post you will be part of an established and highly professional team of admin support staff. We have a hugely collegiate team who will welcome you to the school and who have a wealth of knowledge and will always be willing to help and support you if needed. All support staff are respected in the school and you will have many opportunities for development in this role.

The School

As recognised in our recent Ofsted report, the school has been on a journey of educational transformation over the last 3 years. We are now judged as a good school across all areas, and are on a journey of moving to outstanding. Our vision and values are at the heart of our practice, and you will need to share our commitment to ensure every pupil is, not only academically successful, but also equipped with the skills, qualities and attributes to be a successful 21st century citizen.

Our school is truly representative of our local community. We are incredibly diverse, and no ethnic group is more than 18% of the school population. Over 50% of pupils are eligible for Pupil Premium, and we have all socio-economic groups of the local area represented. We have two thirds boys to girls (the impact of 3 girls' schools in the Authority), but it is not apparent that girls are a minority group.



Frederick Bremer School

Respect, Responsibility, Integrity



Our school is truly a community hub. Over 75% of pupils live less than 1 mile from the school gates. Our parents, Governors and pupils are proud to be members of the Frederick Bremer community. Our school is used extensively by the local community outside school hours. As Ofsted stated in 2013, this is 'truly a harmonious community' where we all 'just get along', and reiterated in 2015 by stating 'Relationships are positive and the strong community spirit leads to pupils working very well together'. Our school values are embedded in the school, and our diversity is our strength.

Our pupils are a pleasure to work with; they are ambitious for themselves and their community. We are now ready to move to the next, outstanding stage of school improvement here, and it is an opportunity for an ambitious individual to make a significant contribution to this journey.

This is an exciting time to join Bremer. We have brilliant pupils, a very supportive staff and Governing Body and great parents. If you are looking to join a school which is on a rapid trajectory of improvement, and also to develop your skills and knowledge then this is an exciting opportunity for you.

We look forward to receiving your application.

Jenny Smith
Headteacher

Michelle Hegarty
Chair of Governors



Frederick Bremer School

Respect, Responsibility, Integrity



Ofsted December 2015

"The quality of teaching is increasingly strong and pupils are making rapid progress."

"Outcomes in 2015 were the best achieved over the last four years. This placed the school in the top 25% of all schools nationally."

"Pupils enjoy being a part of the strong inclusive school community and have confidence in each other."

Position: HR Manager

Salary: PO1 pt 33-36

Hours: 36 per week, Term

Time plus 10 additional days during school closure

Pupil Roll: 900

Pupil Age range: 11-16 yrs

Co-educational

We are seeking to appoint an experienced HR Manager to be responsible for the provision of a high quality strategic and operational workforce support, supporting the delivery of best practice people management across the school.

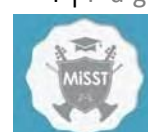
The post holder will build trusting and effective relationships with the senior and middle leaders, providing expertise and leadership across all aspects of people and change management within the school, and on the interpretation of HR best practice and school policies and procedures. They will develop people management capabilities of line managers, equipping them with the knowledge and skills to address their staff management responsibilities. They will be expected to manage all employee relations issues within the school, working alongside senior leaders with often complex issues.

The successful candidates will be CIPD qualified or working towards a qualification, preferably Level 5 or above. Experience of working in schools or education is desirable but not essential. You must be able to demonstrate an excellent knowledge of employment legislation and be able to manage difficult situations with tact and diplomacy. You will need to have some experience of line managing staff and a good understanding of the performance management process.

The successful candidate will be required to work term time plus 10 additional days during the school holidays.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance

For more information and an application pack please see our website www.bremer.org.uk or email recruitment@bremer.waltham.sch.uk or contact Sheri Warwick Baker, 0208 498 3344. **Completed application forms should be returned or emailed to the above email address by 9am on Wednesday 22nd March. Interviews will take place on Thursday, 30th March 2017.**





Job Description: HR Manager

Grade:	PO1
Hours:	36 hours per week 48 weeks per year (term time plus 10 additional days)
Responsible to:	Director of Support Services
Responsible for:	Headteachers's PA, Cover Manager

Job Purpose

The HR Manager will be responsible for the provision of a high quality strategic and operational workforce, supporting the delivery of best practice people management across the school.

This will include:

1. Operating as an HR specialist, building trusting and effective relationships with the senior and middle leaders, providing expertise and leadership across all aspects of people and change management within the school, and on the interpretation of HR best practice and school policies and procedures.
2. Leading and managing the Headteacher's PA in providing a professional, high quality, proactive and effective support to HR management and the Headteacher, ensuring the on-going professional and personal development of the postholder.
3. Leading and managing the Cover Manager to ensure that adequate and good quality cover is in place in the absence of permanent staff and to monitor cover requests to ensure minimal disruption to learning. Ensuring the on-going professional and personal development of the postholder.
4. Taking the lead on specialist/project areas as directed by the Headteacher, taking full responsibility for developing and project managing the activity.
5. Developing the people management capabilities of line managers, equipping them with the knowledge and skills to address their staff management responsibilities.
6. Promoting the school values and ethos, culture and work in a positive light, encouraging and supporting colleagues demonstrating and establishing a commitment to quality and best practice.



Key Duties and Responsibilities:

Workforce Strategy and Transformation

1. Input to the development of the school's strategic plans and support on implementation of the staffing elements of the plan
2. Act as an advocate of change and support managers in identifying and implementing workforce modernisation, such as new ways of working, workforce reconfiguration and role redesign.
3. In conjunction with the Headteacher and other senior leaders, analyse the results of staff surveys and exit interviews working with the senior leadership team to set priorities and develop action plans to improve staff engagement and wellbeing.
4. Manage the implications of organisational change on staff and advise the senior leadership team of relevant systems and processes in the event of staff reductions which reflect legislation, good practice and school policies and procedures.

Recruitment

1. Support with the design of innovative recruitment and retention strategies that support achievement of the objectives of the school. This will include identifying posts for role redesign, different ways of working and creative recruitment campaigns.
2. Support senior and middle leaders in the recruitment and selection of staff. This will include providing direction on writing job descriptions and person specifications and advising on appropriate action in cases of poor references and positive DBS disclosures.
3. Provide appropriate advice to the school to ensure that recruitment and selection of staff is in line with the Safer Recruitment Guidelines, legislation and school policy.
4. Promote equality and diversity in all aspects of recruitment and selection activity.
5. Ensure that induction processes are implemented for new starters across all areas and work with senior and middle leaders to ensure all new staff has a comprehensive induction to the school.
6. Support line managers of support staff in the application of the Probation Review process

Management Information and Reporting

1. Oversee the maintenance of up to date, secure and confidential personnel records and files, databases and management information regarding the employment of staff, producing reports as necessary.
2. Oversee the maintenance of records of all staff attendance and punctuality, leave and absence, and ensure that records are accurate and reflect school policy and procedures. Advising on appropriate action where necessary.



Employee Relations

1. Ensure the provision of effective and professional employee relations advice, interpreting and advising on employment legislation, HR policies, procedures and school terms and conditions as applicable.
2. Oversee all cases that could or do result in employment tribunal proceedings and attend Employment Tribunal as and when required, providing a strategic approach to the management of claims.
3. Ensure there are robust processes in place to engage with staff and or their representatives, which support negotiation and consultation processes; managing ER and change issues effectively and in line with School policies, legislation and good practice.
4. Monitor levels of performance across the School on key organisational targets including sickness absence, attendance, performance development reviews and statutory and mandatory training for staff.
5. Liaise with Occupational Health to organise appointments for staff in accordance with the Sickness Absence Policy and Procedure and maintain a strong relationship with our occupational health provider.
6. Manage investigations, disciplinary and grievance matters independently and in conjunction with Judicium and members of the Senior Leadership Team.
7. Support managers in the administration related to staff disciplinary, grievance and other HR case work. Liaising with Judicium on HR issues and their legal advisors if necessary.
8. Ensure that managers and staff are aware of the policies and procedures and able to operate them effectively.
9. Develop and deliver workshops to staff on the application of school policies and procedures on HR.
10. Ensure robust systems and processes are in place to support equality and diversity across all systems and processes that reflects best practice and is compliant with Equality legislation.
11. Provide support to staff on HR issues, as and when required.

Staff Wellbeing

1. Implement wellbeing initiatives across the school which lead to improved staff engagement
2. Look at retention strategies and act on feedback from staff surveys
3. Chair and facilitate a half termly wellbeing group with a cross section of staff
4. Use social media to connect with other organisations and share good practice in staff wellbeing
5. Report to senior leaders and governors on the effectiveness of wellbeing strategies across the school.



Person Specification and Assessment – HR Manager

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment
Qualifications			
Educated to a degree level or equivalent experience	✓		A
CIPD qualified or working towards a qualification		✓	A
Experience			
Dealing with a range of employee relations issues	✓		A/I/T
Working within a school environment		✓	A
Experience of Managing staff	✓		A/I/T
Experience of writing and presenting reports to a range of audiences		✓	A/I
Experience of HR policy development	✓		A/I
Use of databases for reporting to senior staff and other stakeholders	✓		A/I
Leading on organisational change projects including restructures and redundancy programmes	✓		A/I/T
Supporting and training senior leaders on HR related procedures and policies		✓	A/I
Implementing systems and processes which reflect good practice in equality and diversity and that promote equality in the workplace	✓		A/I
Skills, knowledge and understanding			
Knowledge of performance management and staff appraisal procedures	✓		A/I
Employment law and the ability to apply it practically to workplace situations	✓		A/I/T
Good communication/interpersonal skills	✓		A/I/T



Good working knowledge of Microsoft Office	✓		A/T
Good verbal and written skills	✓		A/I/T
Excellent organisational skills and ability to multi task	✓		A/I/T
Ability to understand, analyse and interpret complex information and provide solutions	✓		A/T
Ability to work on own initiative and under pressure	✓		A/I
Ability to deal with difficult situations with tact and diplomacy and not become emotionally involved	✓		A/I/T
Negotiation skills	✓		A/I/T
Personal Qualities			
Evidence of behaviours that are in line with the values of the school "Respect, Responsibility and Integrity"	✓		A/I
Ability to work as a member of a team	✓		A/I/T
Professional and approachable	✓		A/I

Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		



Monitoring Information

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Post Applied for:

Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

White		Black or Black British	
<input type="checkbox"/>	British	<input type="checkbox"/>	African
<input type="checkbox"/>	Irish	<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	Any other White background	<input type="checkbox"/>	Any other Black background
Please specify:		Please specify:	
Asian or Asian British		Dual Multiple Heritage	
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Indian	<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White and Black Caribbean
Please specify:		Please specify:	
Chinese or other Ethnic Group			
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other
<input type="checkbox"/>	Do not wish to declare	Please specify:	

Monitoring Disability

Do you consider yourself to have a disability as defined* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

Yes	No	Do not wish to declare
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monitoring Gender

Male	Female	Do not wish to declare
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monitoring Media

Please specify how you found out about this role

Monitoring Age Group					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under 20	20-29	30-39	40-49	50-59	60 +

Monitoring Religion

Monitoring Religion		Other, please specify		Do not wish to declare	
<input type="checkbox"/>	None	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Sikh	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Bisexual
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Lesbian
				Do not wish to declare	



Important Note for All Applicants Please Read Carefully

Asylum and Immigration Act 1996 Section 8 Prevention of Illegal Working

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers.

On 1 May 2004, the Government introduced changes to the types of document that an employer will need to check to avoid employing illegal workers.

You will be required to provide one of the documents from List 1 or 2 documents in the combination as stated in List 2.

List 1	
•	A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
•	A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
•	A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
•	A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
•	A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has not time limit on their stay.
•	A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
•	An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.
There is no need to provide documents from List 2 if you have provided a document in the list above.	



List 2

First Combination

A	A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.
Along with one of the following documents listed in sections B-H:	
B	A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
C	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
D	A certificate of registration or naturalisation stating that the holder is a British Citizen; OR
E	A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
F	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
G	A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering;
H	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

Second Combination

A	A work permit or other approval to take employment that has been issued by Work Permits UK.
Along with a document issued by Work Permits UK, you should also provide one of the following documents listed in Sections B-C:	
B	A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
C	A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Please note: it is a requirement that we keep a photocopy of the original documents if you are successful in your application.

Workers Registration Scheme

If you are a national from one of the following countries who joined the European Union on the 1 May 2004, you will need to register with the Home Office when you commence employment and a copy of your Registration Certificate will be kept on your personal file.

Czech Republic	Latvia	Slovakia	Hungary
Estonia	Lithuania	Slovenia	Poland

Nationals from **Cyprus** or **Malta** will not be required to register.



Policy Statement on Recruiting Ex-Offenders And Safekeeping of Disclosures



The policy objective of London Borough of Waltham Forest on disclosure information is:

- To ensure that disclosure information is used fairly in the recruitment process to prevent discrimination against **staff, volunteers, service users, potential employees and ex-offenders** on the basis of conviction or other details.
- To maximise the protection for children in Waltham Forest schools and other vulnerable people against those who might wish to harm them.

To achieve our policy objectives and to comply with the Criminal Records Bureau (DBS) Code of Practice under Section 122 of the Police Act 1997, London Borough of Waltham Forest, as a Registered Umbrella Body for Disclosure, undertakes to implement the following general provisions.

General Provisions on Disclosure Policy

1. Recruitment Process

London Borough of Waltham Forest will carry out risk assessments for each position and encourage managers to adopt an open mind in recruitment decisions. In making recruitment decisions our managers will:

- Assess the nature and relevance of the offence, the potential risks involved in employing the offender, and how these could be sensibly and effectively managed.
- Focus on a person's abilities, skills, experience and qualifications.
- Consider the nature of the conviction and its relevance to the job in question.
- Identify the risks to our business, customers, clients and employees.
- Recognise that having a criminal record does not always mean a lack of skills,
- Note that high-quality training, leading to qualifications is available in prison
- State the level of Disclosure applicable to any posts that requires a Disclosure
- Discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.



- Ensure that where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within your school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, unless the nature of the position allows London Borough of Waltham Forest to ask questions about your entire criminal record.
- Include in application forms or accompanying materials a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

2. Recruitment of Ex- Offenders

Unless the nature of the work demands it, ex-offenders will not be asked to disclose any convictions 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar an individual from employment. This will depend on the circumstances and background of the offence(s).

London Borough of Waltham Forest meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, therefore all applicants for positions of trust who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

3. Declaration of Convictions

Applicants will be actively encouraged to declare any convictions, or any other information that may be relevant, at an early stage in the recruitment process. **Failure to declare a conviction, caution or bind-over may, however, disqualify an applicant from appointment, or result in summary dismissal if the discrepancy comes to light.**

4. Training

We ensure that all those in London Borough of Waltham Forest who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

5. Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Documents are kept in lockable and non-portable storage containers. Keys or combinations for such storage units are **only** available to named individuals. Access to rooms containing storage containers are restricted to staff engaged in recruitment work.



No photocopy or other image of the Disclosure is retained, nor is any copy of the contents made or kept. However, records will be kept of the date of a Disclosure, the name of the applicant, the type of Disclosure, the post in question, the unique number issued by the Bureau and the recruitment decision taken, as well as a written record of the names to whom disclosure information has been revealed.

6. Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

There may be circumstances where a recipient of Disclosure information is asked to reveal details of a Disclosure to a third party in connection with legal proceedings for example, in a case submitted to an Employment Tribunal. In such instances London Borough of Waltham Forest will inform the Bureau of any such request **immediately and prior** to the release of any information.

7. Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

8. Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information is kept for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so.

London Borough of Waltham Forest will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, we will retain the top part of the Disclosure certificate as proof of having received the document once the six-month retention period has elapsed. This contains the details of the applicant along with a reference number known to the DBS, but does not contain details of any convictions. (*References in this section to Disclosures include relevant non-conviction information supplied by the police but not included on Disclosures.*)

9. Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).



10. Lost Disclosures

If Disclosure information (or information contained within the Disclosure) is lost, the DBS will be informed immediately. The DBS will consider whether to issue a replacement, if this is requested.

11. Availability of Policy

A copy of London Borough of Waltham Forest's Policy on employing people with criminal records is included in recruitment material. We make every subject of disclosure aware of the existence of London Borough of Waltham Forest's full disclosure policy and handling of disclosures and the DBS code of practice. These will be made available to staff, potential employees and service users on request.

12. Assurance checks

London Borough of Waltham Forest will implement internal audit checks on the disclosure process and co-operate with the Disclosure Barring Services in respect of any compliance enquiries and related matters.



Equal Opportunity Policy Statement



Good government really matters. In Waltham Forest we recognise the impact that Council activities can have on the quality of life of the people and communities that we serve. It's our job (in partnership with others) to protect the environment; improve public health; support the vulnerable; educate for life; improve the quality of homes people live in; develop the economy of the area; promote and foster choice and democracy.

What we do can make a real difference in the life of the people we serve. We are determined to be a modern Council working with the community for the community – and equality of opportunity is at the heart of our thinking and effort.

- Equal opportunity in service delivery means that we recognise the different and equivalent needs of the individuals and communities we serve and that we aim to meet them in a fair, objective and open way.
- Equal Opportunity in employment means offering genuine equivalent treatment to our staff across the whole range of our employment and recruitment practices.
- Our aim is to enable all our employees to make their distinctive contributions to the benefit of the people of Waltham Forest.
- Therefore the Council is determined (and enthusiastic) about developing a working culture that is fair and inclusive. Sadly, prejudice, whether conscious or unconscious is still a matter of fact in society as a whole. We don't underestimate the power of the influences which work against equality of opportunity in organisations, institutions and individuals.
- But we believe that a commitment toward equality and diversity is right for society, right for the Council, right for staff, right for customers, and right for our communities. We will regularly review the effect of our employment practices to make sure that they are appropriate and that they work the way we intend. We will encourage our staff and partners to welcome diversity, respect each person's individuality and value their creativity. We expect our managers to champion our values, challenge prejudice and role-model appropriate behaviour.
- We will take stock of our progress regularly, using a variety of measures. We will ask our staff, customers, suppliers and partners what they think. We are committed to improving our performance, and people's perception of it, consistently over time.

Employment with Disabilities

The Council has been awarded the Disability Symbol, commonly known as the "Two Ticks". To encourage more applicants from people with disabilities we operate a Job Interview Guarantee scheme. This means if you meet all the essential criteria for the job you are applying for we will invite you for an interview.



Safeguarding Summary

This summary sheet is for all staff working, volunteering or officially visiting the school including those on supply or other short contracts (even if for only a day). Ensuring such staff read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils. All of us should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

We are committed to embedding a culture of vigilance in everything we do.

As an adult in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare. Be alert to signs and indicators of possible abuse (a checklist is available from Reception as part of the Safeguarding Policy and summarised below). If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Member of Staff for Child Protection (Stephanie Shaldas/Neil Larkin) or the Deputy Lead (Deborah Davies). In the absence of a designated member of staff you should report to the Head teacher (Jenny Smith).

The following is not an exhaustive list but you might become concerned as a result of:

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the designated teacher.

If a pupil talks to you about (discloses) abuse you should:

- Stay calm
- Do not communicate shock, anger or embarrassment
- Reassure the child. Tell him you are pleased that he is speaking to you
- Never enter into a pact of secrecy with the child. Assure him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why
- Tell her/him that you believe them. Children very rarely lie about abuse; but he may have tried to tell others and not been heard or believed
- Tell the child that it is not his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information



Frederick Bremer School

Respect, Responsibility, Integrity



- Listen and remember
- Check that you have understood correctly what the child is trying to tell you
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected
- Do not tell the child that what he experienced is dirty, naughty or bad
- It is inappropriate to make any comments about the alleged offender
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.

You are not expected to make a judgement about whether the child is telling the truth. If the behaviour of another adult in the school gives rise to concern you should report it to the Head teacher.

Remember: share any concerns, don't keep them to yourself.



Jenny Smith
Head Teacher



Stephanie Shaldas
Designated Member of
Staff for Child Protection



Neil Larkin Designated
Member of Staff for
Child Protection



Deborah Davies
Deputy Lead for Child
Protection

I can confirm that I have received and read a copy of the 'Safeguarding Summary for all staff'.			
Name:		Date:	
Signature:		Staff Contact:	
Reason for Visit:			

Please ask Reception if you need further information or wish to read the full Safeguarding Policy.



Frederick Bremer School

Respect, Responsibility, Integrity



How to Apply for this Position

To apply please complete the Support Staff Application Form and return it by email to:
recruitment@bremer.waltham.sch.uk

Closing Date : 22nd March at 9 am

Interviews : 30th March 2017

Applying:

If you would prefer to submit a paper application form,
please return to:

Mrs. Sheri Warwick-Baker
PA to the Headteacher
Frederick Bremer School
Siddeley Road
Walthamstow
London E17 4EY



Waltham Forest



Important Note for All Applicants
Please Read Carefully

Asylum and Immigration Act 1996 Section 8
Prevention of Illegal Working

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers.

On 1 May 2004, the Government introduced changes to the types of document that an employer will need to check to avoid employing illegal workers.

You will be required to provide one of the documents from List 1 or 2 documents in the combination as stated in List 2.

List 1	
•	A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
•	A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
•	A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
•	A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
•	A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has not time limit on their stay.
•	A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
•	An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.
There is no need to provide documents from List 2 if you have provided a document in the list above.	



List 2	
First Combination	
A	A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.
Along with one of the following documents listed in sections B-H:	
B	A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
C	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
D	A certificate of registration or naturalisation stating that the holder is a British Citizen; OR
E	A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
F	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
G	A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering;
H	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.
Second Combination	
A	A work permit or other approval to take employment that has been issued by Work Permits UK.
Along with a document issued by Work Permits UK, you should also provide one of the following documents listed in Sections B-C:	
B	A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
C	A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.
Please note: it is a requirement that we keep a photocopy of the original documents if you are successful in your application.	

Workers Registration Scheme			
If you are a national from one of the following countries who joined the European Union on the 1 May 2004, you will need to register with the Home Office when you commence employment and a copy of your Registration Certificate will be kept on your personal file.			
Czech Republic	Latvia	Slovakia	Hungary
Estonia	Lithuania	Slovenia	Poland
Nationals from Cyprus or Malta will not be required to register.			