

## RECRUITMENT INFORMATION – June 2014

**Kingsbury Green Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.**

We welcome applicants from both men and women of all ages from any background and from candidates with disabilities.

### **Applicants should be aware that:**

- All employees in our school are required to have an Enhanced DBS check
- Applicants from overseas are required to provide:
  - Evidence of the right to work in the UK
  - A certificate of good conduct from the relevant police forces/embassies
- Short listed applicants will need to bring to the interview:
  - Photo ID (passport) to verify who you are
  - A utility bill/financial statement to verify your current name and address
  - Evidence of qualifications/confirmation of professional status for teachers

See Guidelines for completing the application form to help you. Only original documents will be accepted.

- Interviews at our school are conducted by a minimum of two people – questions will include reference to candidates motivation and suitability to work with children and ability to support the school's safeguarding agenda
- Any gaps in employment record/concerns or discrepancies in information given by candidates and referees will be fully explored at the interview
- Successful candidates will be made a conditional offer of appointment on receipt of satisfactory references and verification of medical fitness in addition to the information listed above
- Successful candidates will go through an internal induction programme (a 6 month induction period for Teaching Assistants includes 3 month and 6 month reviews)

## GUIDELINES TO ALL APPLICANTS ON COMPLETING THE APPLICATION FORM

Please read the Guidelines for completing the application form carefully to ensure your application is fully compliant with our safe recruitment policy.

Applicants for posts at Kingsbury Green Primary School are asked to note the following:

### **Application form:**

Every applicant must complete the prescribed application form and **all questions must be answered fully**. Forms that are not fully completed will be returned to the applicant and the delay may jeopardise your application.

### In writing your statement:

Please say in what way you meet the **competencies** of the post and refer to your experience to date and how you know you have made an impact on achievement. Please help the shortlisting panel see you would use these skills to raise achievement at Kingsbury Green.



**KINGSBURY GREEN PRIMARY SCHOOL**

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Headteacher: Ms Laura Wynne B.Ed (Hons), MA (Ed), NPQH

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### **CV's:**

CV's are not accepted as an alternative to the application.

### **Employment history:**

All applicants are required to use the space provided to fully explain any employment gaps. If the space is insufficient for this purpose you may continue on a separate sheet of paper and attach it securely to the form. The start and finish MONTH and YEAR MUST be provided for each employment gap.

### **Qualifications:**

Details of vocational and academic qualifications obtained must be recorded. Please note that if you are short listed for interview you will also be required to bring evidence of these to the interview. The evidence required will be either the original documents or if these have been lost, evidence from the awarding authority. Copies are not acceptable.

### **Teachers:**

Teaching and teaching assistant applicants are asked to carefully complete the statement in the application form so that it shows clearly their experience relevant to the post applied for against the person specification.

### **Referees:**

All applicants are required to give two references and the first should either be your current or most recent employer. If your most recent employment has not been working with children or young people your second referee should be from someone who can verify your suitability to work with young people (preferably a former employer). Students should give college or school referees. It is the policy of the school to take up references prior to interview. If you have a serious concern about your present employer being contacted prior to interview you should indicate this on the form and give reasons in a covering letter.

### **Criminal convictions:**

All applicants are required to give details of any criminal convictions or offences/prosecutions pending against them. If you do have such convictions you will be expected to bring full details of them to the interview with you. For the purposes of working with children you will need to know that no criminal conviction is regarded as 'spent' and all such convictions must therefore be declared.

