

**Reprographics & Communications Assistant**



**Frederick Bremer School**

*Respect, Responsibility, Integrity*

**Address:** Siddeley Road, Walthamstow, London E17 4EY

**Headteacher:** Ms Jenny Smith

**Website:** [www.bremer.org.uk](http://www.bremer.org.uk/)

**Information Pack**

**Role:**



**Job Role: Reprographics & Communications Assistant**

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 this post in this pack, and more general information about the school on our website. You are also encouraged to visit the school prior to interview, and you can also request a phone conversation with the Headteacher beforehand.

Frederick Bremer School is an exciting school to join. We have amazing pupils, who are hugely ambitious for themselves and curious about the world around them. We are a committed and dedicated staff body, who are very supportive. We are all committed to community education, and to ensuring that the young people of our community have the best possible educational opportunities. As a result, the school is a dynamic community to be part of.

**The Post** – We are looking for an enthusiastic candidate to provide high quality reprographics service and administrative support to the whole school. The post holder will be expected to give an efficient service to all staff, and be part of the admin team. To fulfil all requests for printing and copying submitted by staff in a timely manner to meet any deadlines set. The post holder will also provide high quality administrative support to the whole school as required. You will work in a dynamic and supportive environment with positive and diligent colleagues who are committed to providing a smooth running reprographics and media support to the whole school. This is a fast paced role, which requires good time management and coordination skills.

**The School**

Frederick Bremer School is an exciting, dynamic and innovative school where all staff and pupils are encouraged to be ‘the very best they can be’. We are judged as a good school across all areas, and are on a journey on 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 is 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.

Our school is a community hub. Our 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 (outlined on the next page) 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 as an outstanding teacher, then this is an exciting opportunity for you.

We look forward to receiving your application.



Jenny Smith Michelle Hegarty

Headteacher Chair of Governors



**September 2018**

**Position: Reprographics and Communications Assistant**

**Salary: SC4 £18,075 - £19,613**

**Pupil Roll:** 900

**Pupil Age range:** 11-16 yrs

**Co-educational**

**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.”***

An exciting opportunity has arisen for a highly motivated, organised and proactive individual to join the Frederick Bremer Administrative team.

As a Reprographics and Communications Assistant we are looking for an innovative team player who can contribute to the team with creative ideas and application. The post holder will be responsible for assisting with photography, event and other media opportunities. Developing and promoting the schools branding will be a key focus and contributing to the preferment of good relationships with local, regional, national and trade press.

Our school is situated within the heart of Waltham Forest and has excellent transport links. Wood Street over ground is a 10 minute walk from the school, with Walthamstow Central underground a 20 minute walk away but offers an excellent bus service just outside of the station. Frederick Bremer staffs have discounted access to both our local Kick Boxing Gym and Better Gym at our local leisure centre. The school is close to Stratford Westfield shopping centre and the Olympic Park. Walthamstow village also offers a vibrant, trendy setting for many restaurants.

At Frederick Bremer staffs have access to comprehensive CPD programme and structured career progression routes for all staff. We encourage and support our staff in their progression.

The successful candidates will have relevant qualifications and/or experience of working in administration, the ability to work constructively as part of a team.

You are welcome to contact the Media and Resources Coordinator, Rosie Hall for any further information or to visit the provision in advance.

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 Check.

Please visit the school’s website [www.bremer.waltham.sch.uk](http://www.bremer.waltham.sch.uk/) for further details about this post and to download an application form, job description and person specification or e-mail [recruitment@bremer.waltham.sch.uk](mailto:recruitment@bremer.waltham.sch.uk)

The closing date is at **12pm on 16th July 2018**. Completed application forms should be e-mailed to [recruitment@bremer.waltham.sch.uk](mailto:recruitment@bremer.waltham.sch.uk)   or posted for the attention of Nosheen Niazi. Interviews are scheduled to take place on **18th July 2018.**

**REPROGRAPICS AND COMMUNICATION ASSISTANT JOB DESCRIPTION**

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| --- | --- | --- |
| **Job Title:** Reprographics & Communication Assistant | |  |
| Line managing:   * Not Applicable | | Reporting to:   * Media and Resources Coordinator |
| **Hours:**   * **36 hours per week - Term time only + 5 additional days during school holidays** | | |
| Job Purpose: To work under the guidance of the Media and Resources Coordinator and within an agreed system of supervision, to provide high quality reprographics service and media support. | | |
| Specific responsibilities for all teaching assistants: | | |
| **Reprographics Support** | * Operating and maintaining print and associated equipment including photocopiers, binder, stapler, guillotine, and laminating machines * Operating ICT equipment to produce copy, using desktop publisher and other software * Undertaking routine maintenance tasks for printing equipment in the school * Arranging for repair of equipment as required and monitor repairs to ensure carried out promptly and effectively * Producing a wide variety of printed and copied documents in a timely manner to meet the needs of the school * Maintaining adequate supplies of paper, card, toner and other consumables and order as required. * Ensuring the security of all resources and equipment by following agreed procedures * Assisting in the classifying, cataloguing, storage and retrieval of materials and resources relating to the media resources/reprographic service * Ensuring whole school forms/cards are well stocked around the school i.e. report cards * Providing a full reprographic support to the school including reproduction of materials needed for the classroom, internal examinations and whole school information * Advising teaching and other staff on the best and lowest cost methods of producing and publishing their work requirements * Assisting with public space displays, ensuring that all public spaces are maintained to a high standard and communicate the schools priorities * In liaison with departments, create displays in classrooms and around the school * Ensuring the maintenance of a clean and orderly working environment | |
| **Media Support** | * Assisting with the organisation of photography work, photo calls, events and other media opportunities as and when required. * Assisting with the development of the school’s brand identity, and help to actively promote adherence to brand, style, and Plain English standards across the school * Supporting the Media and Resources Coordinator to edit and update content on the school website. * Contribute to the promotion of good relationships with local, regional, national and trade press. | |
| **Administrative Support** | * Assisting and providing admin support for parents evenings when required * Assisting and providing admin support for departments when required * Making phone calls to parents when required * Assisting in the preparation of resources for lessons when required * Taking minutes at meetings as required, including governors sub-committee meeting, then distribute to the relevant people * Support the greater work of the Media and Resources team as required, for example supporting the library at key times in the school day | |
| **Reception Support** | As required:   * Processing telephone calls and ensuring appropriate action is taken. * Ensuring that face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately. * Ensuring all visitors sign into the visitors book and are escorted into the school by the appropriate member of staff. * Administering and programming the school’s entry system; producing swipe cards, reports and informing line manager of any technical problems. * Administering the coloured lanyard system and report any queries to the Operations Team Leader. * Uploading photos of staff and pupils to SIMs when required. | |
| **Other** | * Maintaining confidentiality about all aspects of the post * To attend and participate in staff meetings * To participate in training and Performance Management * To have an up-to-date Enhanced DBS Disclosure * To undertake any other tasks as directed by the Headteacher | |
| *This job description will be reviewed annually and may be subject to amendment or*  *modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.* | | |

**Person Specification**

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| --- | --- |
|  | Evidence of Quality |
| **Qualifications** |  |
| Minimum Grade C/4 at GCSE in Maths and English (or equivalent level 2 qualification) | Essential |
| High level of ICT skills | Essential |
| High level of organisational skills | Essential |
| Confidence in Microsoft Office | Essential |
| **Experience** |  |
| Working in a school environment | Desirable |
| Using google cloud | Desirable |
| Using SIMs personnel and cover | Desirable |
| Administration procedures and routines | Essential |
| **Communication and personal skills** |  |
| Excellent written and interpersonal skills | Essential |
| Ability to work well under pressure | Essential |
| Capacity for hard work | Essential |
| Ability to work well as part of a team as well as being self-motivated | Desirable |
| Approachability: has the ability to relate well to people at all levels | Essential |
| Ability to work calmly under pressure and maintain a positive and optimistic attitude | Essential |
| Ability to think strategically, analytically and creatively and demonstrate initiative in solving problems | Essential |
| An absolute commitment to the belief that every child deserves the very best education | Essential |
| Ability to inspire, challenge, influence and motivate others | Essential |
| A passion for the values of community education | Essential |
| A strong understanding of the current issues facing community schools | Essential |
| Reliability, honesty and trustworthiness, demonstrating the highest professional standards | Essential |
| An excellent health, punctuality and attendance record | Essential |
| An understanding of child protection and safeguarding | Essential |
| An understanding of the strategies for ensuring inclusion, diversity and access | Essential |

\* A - Application Form I - Interview T – Test/Presentation

**How to Apply for this Position**

To apply please complete the enclosed application form. Your completed application form should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date:** **12 noon – 16th July 2018**

**Interviews: 18th July 2018**

Completed application forms may be returned in electronic format to:

[recruitment@bremer.waltham.sch.uk](mailto:recruitment@bremer.waltham.sch.uk)

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

**HR Manager**

**Frederick Bremer School, Siddeley Road,**

**Walthamstow,**

**London E17 4EY**

**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 (Ben Lyon) 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

 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**

**Ben Lyon (DHT)**

**Designated Safeguarding Lead**

**Stephanie Shaldas (SAHT) Shadow Safeguarding Lead**

**Deborah Davies Deputy Safeguarding Leader**

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|  | | | |
| **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.**

15 | P a g e

**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.**

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| --- | --- |
| **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.** | |

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| **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.** | |

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| **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. | | | |



**Important Note for All Applicants**

**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 Disclosure and Barring Service (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 Disclosure and Barring Service 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 Bureau will be informed immediately. The Bureau 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 and Barring Service 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.