

SAFER RECRUITMENT APPLICANT GUIDANCE NOTES

These notes are to provide candidates with clear guidance on how to complete a job application for positions that arise at The King Edmund School.

Applicants are advised that there are specific recruitment formalities that need to be completed to ensure that the Academy's Safer Recruitment Policy and Procedure is adhered to and these are outlined and clarified below.

GUIDANCE ON COMPLETING APPLICATION FORM

Please ensure that you complete all sections on the application form and if you wish you may in addition enclose an up-to-date copy of your Curriculum Vitae (maximum of 3 pages).

A covering letter briefly outlining your reasons for applying and how you feel you meet the criteria for the job role should also be submitted (no more than two sides of A4). You are also required to submit a copy of your latest job description.

In addition, Section 9 of the application form asks for other relevant experience, interests and skills you may have which makes you a suitable candidate for the job role i.e. a supporting statement. This should be a maximum of one sheet of A4, demonstrating your experience, qualifications and personal attributes as outlined on the person specification and job description, which should be secured to your application form.

In addition to the application form, there is a separate Recruitment Monitoring Form, which all applicants are required to complete and return with the application form. This monitoring form is to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. Therefore, this form will be retained by the HR Manager and will not be forwarded to the shortlisting panel.

Completed application forms and associated documents should be returned to:

HR Manager
The King Edmund School
Vaughan Close
Rochford
Essex SS4 1TL

Alternatively, you can email your application form to: recruitment@kes.essex.sch.uk

Note: The closing date for receipt of your completed application published in the advertisement will be strictly enforced. Early applications are welcomed.

SHORTLISTING

Shortlisting usually takes place within the week preceding the closing date of the advertisement. If you have not been contacted within four weeks after the closing date you may assume that you have not been successful.

It is not the Academy's policy to feedback reasons why the Academy does not wish to pursue an individual application before an interview. However, should you have any queries regarding your application and/or the Academy's Safer Recruitment Policy and Procedure please do not hesitate to contact the HR Manager on 01702 545771, extension 3282.

INTERVIEW AND SELECTION ARRANGEMENTS

Formal interviews and any other selection activities are normally held as soon as is reasonably and practicably possible after the closing date.

Shortlisted candidates are contacted by telephone initially and followed up with a formal invite for interview letter outlining all the relevant details of the interview / assessment day arrangements, including any activity preparation (for example lesson brief for teaching staff). A maximum of 5 candidates per post are usually shortlisted.

CONDITIONAL EMPLOYMENT OFFER

It is usual practice to verbally offer the successful candidate the post on the day of the interview or as soon as is practicable (outcome timescale will be advised during the interview).

Upon receipt of a verbal acceptance from the successful candidate, the conditional employment offer will be issued in writing and will be subject to the pre-employment recruitment checks as outlined in the offer letter (e.g. satisfactory references, medical clearance, DBS (previously known as CRB) clearance, eligibility to work in the UK).

Unsuccessful candidates will be notified verbally of the decision giving reasons and some general feedback on the interview and then followed up in writing.

ELIGIBILITY TO WORK IN THE UK

If you are shortlisted for interview, you will be asked to provide evidence that you are eligible to work in this country (Asylum and Immigration Act 1996, Amended May 2004). Details will be enclosed with your invite to interview letter.

EVIDENCE OF QUALIFICATIONS

Evidence of qualifications will need to be seen at interview, together with a valid driving licence if required by the post. If you are unable to provide the original documentation at interview and you are successful, you will be required to produce the original documentation on the first day of your employment at the Academy.

If the post requires the postholder to hold a valid driving licence you should be aware that if penalties and/or a driving ban is imposed, your continued employment may be jeopardised.

Please note if the vacancy requires the postholder to hold a First Aid at Work Certificate it is the responsibility of the postholder to ensure that they maintain a valid certificate by attending refresher courses (funded by the Academy).

MEDICAL EXAMINATION

If shortlisted for interview, the relevant pre-employment medical questionnaire will be forwarded to you for completion. This should be brought to the interview duly completed in the sealed envelope provided. If successful at interview and offered employment at the Academy, the medical questionnaire will be forwarded to the Academy's Occupational Health Service (without being seen by any member of Academy staff) who will determine whether you are fit for the appointment in question (it may be necessary for a full medical examination).

Note: If the postholder is required to drive any of the Academy vehicles (e.g. minibus) as part of their duties, it will be necessary for an additional questionnaire to be completed. This document will also be forwarded to the Academy's Occupational Health Service who will determine whether or not the candidate is fit to drive one of the vehicles. The minibus test cannot be taken without medical clearance.

DISCLOSURE AND BARRING SERVICE (PREVIOUSLY CRIMINAL RECORDS BUREAU)

All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 which requires any 'spent' and 'unspent' convictions to be declared. Therefore, the Academy requires all successful candidates to complete an online Disclosure and Barring Service application which is completed at the school. Details will be issued with the conditional offer of employment.

Note: A Staff Declaration Form (SD2) will be issued to all shortlisted candidates which will need to be completed and brought to the interview.

REFERENCE REQUESTS

References will be requested wherever practicable at the shortlisting stage. Where circumstances do not allow for this, requests for references will be limited to the successful candidate and they will be offered the post subject to satisfactory references and other pre-employment recruitment checks as detailed above.