

Application and Recruitment Process: Explanatory Note

Applications will be accepted only from candidates completing the enclosed Application Form in full. With the Application Form, please send an accompanying letter of application and a curriculum vitae.

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. Applicants 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 the job description for the post.

Successful applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and application for an enhanced disclosure from the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Candidates must not have been disqualified from working with children, must not have been named on the Children's Barred List, and must not have been subject to any sanctions imposed by a regulatory body. Details of any relevant convictions, cautions or bind-overs must be passed to the Headmistress before interview in a sealed envelope marked 'confidential'.

Before interview, we shall seek references on shortlisted applicants and may approach any previous employers for information to verify particular experience or qualifications.

If a candidate is currently working with children, on either a paid or voluntary basis, his or her 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 the employee has been the subject of any Child Protection allegations or concerns, and, if so, the outcome of any enquiry or disciplinary procedure. If a candidate is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, the current employer will still be asked about the candidate's suitability to work with children, although the employer may, where appropriate, answer 'Not Applicable' if the employee's duties have not brought him or her into contact with children or young persons.

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

Right to Work in the UK (Immigration, Asylum and Nationality Act 2006)

If an applicant is invited to interview, the applicant should bring to the interview original proof of the applicant's right to work in the UK. The list below may help in providing such a document; (a full list can be found at www.ukba.homeoffice.gov.uk).

Either one of these documents:

- a United Kingdom (UK) or European Economic Area (EEA) Passport
- a current Biometric Residence Permit or current passport endorsed to show that the holder is allowed to stay indefinitely in the UK

Or

- a document with evidence of the applicant's name and a permanent National Insurance number issued by a Government agency or a previous employer

and one of the following:

- birth certificate
- a certificate of naturalisation/registration as a UK citizen
- an endorsed letter from the Home Office