St Mary's
Catholic High School

Woburn Road, Croydon, CR9 2EE
T: 020 8686 3837
office@st-maryshigh.croydon.sch.uk
www.st-maryshigh.croydon.sch.uk

Dear Applicant

Thank you for your interest in St Mary's Catholic High School. This is an exciting opportunity to become part of our great team and we hope you will decide to apply.

Before completing the application form, please read the Job Description and the Person Specification for the post along with the accompanying information pack which explains the application/recruitment process.

The job description will provide you with details of the job responsibilities and its reporting relationships. The person specification demonstrates the experience, knowledge and skills that we require for the post. Please address these aspects of your professional career in your application specifically and complete the application form as fully as you can. If you do not meet the essential requirements of the post we will unfortunately not be able to shortlist you for interview.

Your references should include your present or most recent employer.

If you are disabled and need special arrangements to access the selection process please tell us on the application form what we can do to adapt our processes so that you are able to compete with others on an even footing.

We hope that once you have received the information about and researched our post, you feel inspired to come and meet our children and staff and look around our wonderful school. We warmly and strongly encourage visits as published data does not reflect our current vibrant community where each individual is valued and successful in their own right and invite you to contact Ms Tracie Bruce, PA to Headteacher to arrange a visit. Thank you again for your interest in the vacancy; we look forward to meeting you and receiving your application.

Application forms are accepted by email: recruitment@stmaryscroydon.co.uk , by post (please be advised postage required will be a 1st or 2nd class large letter stamp) or delivery by hand to the main school reception. Please ensure your application reaches us by noon on Thursday 25th April 2019**; shortlisting will take place on Friday 26th April 2019 and interviews will be held on Wednesday 1st and Thursday 2nd May 2019.**

Kind regards

Patrick Shields

Headteacher

"As a Catholic learning community, St Mary's is overall a good school."

Headteacher: Mr Patrick Shields

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Information for Applicants - the Application and Recruitment Process

Application Form
Applications will only be accepted from candidates completing the enclosed/attached application form in full. CVs will not be accepted as a substitute for completed application forms in the absence of a good reason.

Safeguarding Children
Candidates 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. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, including those normally regarded as 'spent' must be declared.

The successful applicant's appointment is conditional upon satisfactory clearance by the Disclosure and Barring Service (DBS).

Any convictions or cautions disclosed by this process will be treated in the strictest confidence and certain types of conviction or caution need not necessarily prevent you from working with us - especially if they were a long time ago.

Your 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 you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

You should be aware that provision of false information is an offence and could result in the application being rejected. If appointed on the basis of false information you could be summarily dismissed for acquiring your post by deception and a possible referral to the police and/or the National College for Teaching and Leadership could also follow.

You will be aware if you are barred from working with children that it is a criminal offence to apply for this post and a criminal offence for the school to employ you.

The school has a duty to monitor the workforce to ensure race equality, gender equality, and disability equality. We would be grateful if you could complete the accompanying equality monitoring form and return it with your completed application form. The information you provide will only be used for monitoring purposes and it will not influence the recruitment decision. The paper form will be retained confidentially and will be destroyed securely after the monitoring data has been recorded and the recruitment decision is made.

Invitation to Interview
If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
If you are disabled and need special arrangements to access the selection process, please tell us on the application form what we can do to adapt our processes so that you are able you to compete with others on an even footing.
All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are relevant to the post (e.g. the original copy of certificates, diplomas, etc.). Where original copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

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All candidates invited to interview must also bring with them:

- Proof of identity such as a current passport or photo card driving licence
- Birth certificate
- Utility bill or financial statement showing candidate's current name and address.
- Where appropriate, any documentation evidencing a change of name, e.g. marriage certificate, change of name by deed poll.
- Other documentary evidence showing your eligibility to work in the UK. If you do not have a UK passport the UK Borders Agency website has up to date publications on the prevention of illegal working and this lists the acceptable documents to demonstrate the right to work in the UK.
- If you are registered with the DBS update service please bring your DBS certificate with you although the school may still require you to complete a new DBS check.

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-appointment Checks

Any conditional offer will be subject to the following:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity, qualifications and eligibility to work.
- A satisfactory DBS Disclosure with a check of the DBS lists of people who are barred from working with children.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Medical clearance and clarification of any adaptations that may be necessary if you are disabled. Confirmation that the health risks associated with the post have been considered and do not pose a particular risk to you in the light of previous illness/pain.
- Consideration of your absence record from your previous employer. If this is higher than acceptable under our absence management procedure we will call you / meet with you to discuss the reasons for the absences before making a final decision.

WARNING

Where a candidate is:

- Found to be on a DBS list of people who are barred from working with children or the DBS disclosure shows s/he has been disqualified from working with children by a court, or,
- Found to have provided false information in, or in support of, his application, or
- The subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DBS.