

Stamford Endowed Schools

Application for Employment - Explanatory Notes

Stamford Junior School, Stamford High School, Stamford School

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The Stamford Endowed Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Application and Recruitment Process – Explanatory Note

SES is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are managed in accordance with the provisions of the Equality Act 2010.

If you have a disability or physical restriction that means that you have specific needs or requirements in relation to the selection and interview process, please do let a member of the HR Team know. This may include ensuring that large print application forms are available and if invited to attend for interview, the interview location is fully accessible, or that special equipment is sourced to enable candidates to complete any computer based tests (where appropriate).

Communication during the recruitment process

All communication regarding applications for employment with the Stamford Endowed Schools will be conducted through your Applicant account on the Stamford Endowed Schools' website. This includes acknowledgement of receipt of application forms and invitation to interview information. Applicants can track the status of their application through their on line account.

Application Form

- Applications will only be accepted from candidates registering on the SES website and completing the on line application process. CVs will not be accepted in substitution for completed application forms.
- 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 for further information.
- All positions with the Schools are exempt from the Rehabilitation of Offenders Act 1974, therefore ALL convictions, cautions, reprimands and final warnings (including those that would normally be considered 'spent' under the Act) MUST be declared, subject to the DBS filtering rules below. *Note: The list of "specified offences" that will always be disclosed can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>*

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

11 years have elapsed since the date of conviction;
it is your only offence;
it did not result in a custodial sentence;
and it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

five and a half years have elapsed since the date of conviction;
it is your only offence;
it did not result in a custodial sentence; and it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

- Applicants who are offered a position will be required to complete a Disclosure from the Disclosure and Barring Service (DBS) at the Enhanced level. The DBS Code of Practice can be found at www.gov.uk/government/organisations/disclosure-and-barringservice
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

- If you are currently working with children, on either a paid or voluntary basis, 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. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DCSF Children's Safeguarding Operation Unit.

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.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview will be required to provide proof of identification. You will therefore, be required to bring along one of the following items:

Passport
Photo driving licence
Full Birth Certificate

Conditional Offer of Employment and Pre-Employment Checks

Any offer to a successful candidate will be conditional upon

- receipt of at least two satisfactory references (if these have not already been received) One of them must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.
Teaching Staff: Please note, there is a requirement for employment references to cover the last five years.
- verification of identity and qualifications, Visa and work permits for non EU Nationals
- a Barred Lists check
- satisfactory clearance from the Disclosure and Barring Service (DBS) at enhanced level
- verification of professional status such as GTC registration, QTS Status (where required), NPQH

- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- 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.
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

IMPORTANT

Where a candidate is found to be on the Barred Lists, or the DBS disclosure shows they have been disqualified from working with children by a Court; or found to have provided false information in, or in support of, their application; or the subject of serious expressions of concern as to their suitability to work with children, the facts will be reported to the Police and/or the DCSF Children's Safeguarding Operation Unit.

SES HR Department