

# EATON HOUSE SCHOOLS



## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

Eaton House Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All applicants must agree to comply with and implement the schools Child Protection Policy.

It is the policy of Eaton House Schools to recruit the most suitable person for each vacancy, regardless of marital status, sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation, gender reassignment or disability.

### **Application Form**

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms without good reason.
- Maternity cover positions will end when the permanent post holder returns to work.
- Candidates should be aware that all posts in the school involve responsibility for promoting the safety and wellbeing of children.
- Applicants are obliged to fill in a self-disclosure form. This is a requirement of our recruitment policy.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (DBSs) at the appropriate level for this post.
- We will seek references for short listed 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 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 or previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it 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 the 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 DfES Children's Safeguarding Operation Unit.

Due to staffing constraints and disruption to the school day it is not possible to offer applicants a tour of the school unless they have been short listed for interview. All interviewees will be offered the opportunity to tour the school.

### **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.
- To confirm qualifications - 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.
- For Proof of Identity and Right to work - All candidates invited to interview must also bring with them:
  1. A current passport (with valid work permit if applicable).
  2. A current driving licence (full or provisional) with photograph and correct address.
  3. Two items showing candidate's current name and address e.g. utility bill, bank statement, P45 or P60.
  4. Where appropriate any documentation evidencing a change of name.
- Please bring a signed copy of your original application form if you sent your initial application back by email.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

- A map of the location of the school can be found on the school website [www.eatonhouseschools.com](http://www.eatonhouseschools.com)
- Travel costs for attending an interview will not be met by the school and are the responsibility of the candidate.

### **Conditional Offer of Appointment: Pre-Appointment 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)
- Verification of identity
- Verification of qualifications
- A satisfactory Teacher Status (Prohibited List) check
- A check of DfES List 99 and the Protection of Children Act List as appropriate
- A satisfactory DBS Disclosure
- A satisfactory staff disqualification self-certification form
- Verification of professional status such as GTC registration, QTS (where required), NPQH
- For teaching posts – either verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) or a request to complete it in this post.
- Where the successful candidate has worked or been resident overseas in the previous 5 years, such checks and confirmations as the school require in accordance with statutory guidance.
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

## **WARNING**

Where a candidate is:

- Found to be on DfES List 99 or the Protection of Children Act List, 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/her 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 DfES Children's Safeguarding Operation Unit.

- Where a member of staff is found to have an unsatisfactory staff disqualification self-certification form they will be removed from the school pending resolution.