



LORETO GRAMMAR SCHOOL GUIDANCE NOTES FOR SUPPORT STAFF APPLICANTS

IT IS IMPORTANT THAT YOU READ THESE NOTES OF GUIDANCE BEFORE COMPLETING YOUR APPLICATION FORM

1 Please read carefully all the documents for your information:

- Job description/Person specification
- Ofsted report dated October 2008
- Monitoring Inspection report from Diocese of Shrewsbury dated March 2019
- Application form
- Recruitment Monitoring form
- Advertisement

All of these documents can be found on the school website www.loretogrammar.co.uk under the 'Information' tab on the home page.

2 The person specification, which is divided into attributes which are essential and desirable, outlines the skills, knowledge and experience applicants will need to have to be able to successfully undertake the role. Use the person specification to help you pick out the relevant aspects of your experience, skills and knowledge. The short-listing panel will be looking for evidence in your application form that you match each of the criteria on the person specification. It is important that you use examples in your application to show clearly how you meet the essential and desirable criteria.

3 **Applications will only be accepted from candidates completing the application form in full.** Please complete clearly in dark ink by hand or type as it may be photocopied. We do not accept CVs in support of your application.

4 **Please prepare your application form with a covering letter outlining your suitability, addressed to Mrs J Beever, Headteacher,** and signed by you. Your completed application should be sent for the attention of Ms Claire Dugdale, HR Manager.

Take care to complete all sections of the application form. If you think some sections do not apply to you, write N/A in the section provided for your answer.

5 Date of Birth: The Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. Date of birth details are requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', April 2012

6 **Recruitment Monitoring Form** – applicants are not obliged to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school to fulfil its duties under the Equality Act 2010. It will be used purely for monitoring and statistical purposes and will not form part of the recruitment process.

8 Completed applications should be emailed to recruitment@loretogrammar.co.uk or posted to school, for the attention of Ms C Dugdale. **Please DO NOT upload your application to the TES online.**

- 9 Please observe the closing date as no applications will be accepted after this date.
- 10 Please address any queries you may have to Claire Dugdale, HR Manager by email to recruitment@loretogrammar.co.uk or telephone the school on 0161 928 3703.
- 11 Applications sent by email will normally be acknowledged.
- 12 Applicants are reminded that Loreto Grammar School is a Roman Catholic Grammar School for girls with Academy status where the governing body is the employer and the post will be subject to the terms and conditions of the appropriate contract of employment.
- 13 **If you have not heard from us within 3 weeks of the closing date, please assume that your application has been unsuccessful on this occasion. You are thanked for your interest but unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.**

SHORTLISTED CANDIDATES

- 14 If you are shortlisted, you will be invited for interview by letter and email. You will be sent the following information:
- Date and time of interview, parking details, programme for the day, details of the presentation/other task which will form part of the interview (if appropriate).
- 15 A tour of the school is sometimes undertaken during the recruitment process.
- 16 Candidates will be asked to bring to interview the following original documents:
- Original certificates of qualifications including degree
 - Passport and/or visa
 - National Insurance Card or letter from HMRC
 - Current DBS certificate or documentary evidence of identity for DBS requirements. This can be: current driving licence or passport which includes a photograph, birth certificate or marriage certificate plus a document such as a utility bill or financial statement that shows your full name and address dated within the last 3 months. Three **ORIGINAL** documents must be seen in total
 - Where appropriate, any documentation evidencing a change of name.

These will all be photocopied, with your permission, for our records

REFERENCES

- 17 **Please note that 3 referees will be contacted at the same time that candidates are invited for interview. At least one of these must be your current/most recent employer. IT IS ESSENTIAL that you provide accurate address, telephone AND email address details for each referee.**
- 18 Please mark your application form clearly if you do not want a referee to be contacted at shortlist stage.
- 19 Previous employers who have not been named as referees may be contacted to clarify employment history and to verify particular experience.
- 20 Governors will have the final decision upon the suitability of references supplied.

EMPLOYMENT CHECKS

- 21 The offer of employment to the successful candidate is conditional upon:
- Satisfactory references
 - Verification of qualifications and professional status
 - Satisfactory medical assessment – successful candidates complete a medical questionnaire and may be required to pass a medical examination by the occupational health advisors used by the school.
 - A check on the Barred List
 - Satisfactory enhanced DBS disclosure/updates
 - Verification of identification
 - Satisfactory proof of eligibility to work/live in the UK eg passport, national identity card, residence permit/certificate etc
 - Successful completion of probationary period (for none-teaching staff)

DATA PROTECTION

- 22 For the successful candidate, application forms, interview notes and references are retained on file. For unsuccessful candidates, these documents are destroyed 6 months after the recruitment process has concluded.

Photocopies of original documents of appointed candidates eg qualifications etc are kept in the individual's personnel file.

SAFEGUARDING

- 23 Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- 24 Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' online for which ID should be provided at interview stage.
- 25 Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 26 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 related 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 he/she may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- 27 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 on the application form and DBS application form.

EQUAL OPPORTUNITIES

Loreto Grammar School's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. The information you provide in your application is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Every vacancy is based on a job/person specification which describes the skills, experience and aptitudes we are looking for.

- 29 The Governing Body supports equality of opportunity in employment and will follow the school's own Equal Opportunity policy and will not discriminate on the grounds of gender, ethnic origin, disability, religious belief, sexual orientation or age. All employment and pay related decisions will be taken in compliance with the Race Relations (Amendment) Act 2000, Disability Equality Duty (2003) and Equality Act (2006).
- 30 The 'Memorandum on Appointment of Teachers to Catholic Schools' states that: The most senior roles in the school, ie the posts of Headteacher, Deputy Headteacher and Head of Religious Education must be filled by a baptised and practising Catholic.

GENERAL

- 31 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.