

# Are you our next BSN colleague?



Internationally British





# Welcome

Thank you for your application. We appreciate the time and effort you have put into your application. Each year, we receive over 4000 applications and recruit over 100 colleagues. BSN is committed to a transparent, fair and professional recruitment process, in order to hire the best staff for our students. Whatever role you have applied for, you are integral to our mission to deliver academic excellence and create inspiring places for children and young people to learn and grow into confident individuals.

Our motivated students, outstanding facilities and of course our talented and enthusiastic colleagues make the BSN a fantastic place to continue your career. We offer great opportunities for staff development as well as attractive benefits. At the BSN, you will experience a blend of challenge and reward.

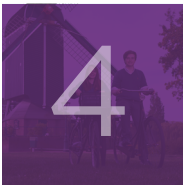
This brochure will guide you through the application process and what you can expect if you receive a job offer - do read the relevant sections carefully. We recommend bookmarking the site so you can find it easily.

**We wish you the best of luck with your application.**

*Rebecca Hazlett, Recruiter*

# Contents

You've submitted your application. So what's next? .....



Final Interview .....



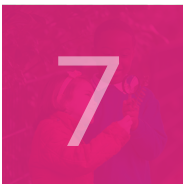
What to expect if you receive a job offer .....



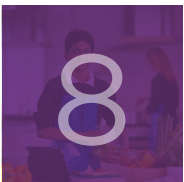
Benefits at the BSN .....



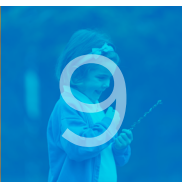
Life in The Hague, The Netherlands .....



Moving to The Netherlands .....



Checklist .....





# You've submitted your application. So what's next?

We keep to a tight recruitment schedule, so you won't have to wait long for a response; we begin reviewing applications immediately and will contact you with the outcome soon after the vacancy deadline. If we think you are a potential new colleague based on a review of your covering letter and CV, you'll most likely be invited to submit an automated video interview via Cammio. If you are invited to a face-to-face interview straight away, this is likely to be your Final Interview (please see [page 5](#)).

## What is Cammio?

We use cutting-edge video recruitment technology provider, **Cammio**, to allow more flexibility in our initial hiring process and give you the chance to bring your CV to life.

During this interview, you will be asked some pre-recorded questions and will be able to record yourself responding to these questions. You will be given sufficient time to read the question and to respond. You can record an automated interview at any convenient time before a specified deadline.

As we receive many applications from international candidates, Cammio gives us more flexibility in our hiring process. All you need to complete the interview is a computer/tablet/phone with an internet connection, a webcam and a microphone. You'll receive further instructions via email.



## Keep in mind

We understand that Cammio may feel strange if you haven't experienced this style of interview before but do remember, your application has sparked our interest and we are keen to hear more from you. Treat this like any other interview: take some time to prepare, but most of all be yourself.

For Cammio interview tips, please see [here](#).

## References

If you have applied for a position where you will be working directly with students, we will request your references at the same time we invite you to submit a Cammio interview. For other positions, your references will be requested after you receive a job offer.

## How will the BSN request my references?

We use a technology provider called Xref to streamline this process. You can expect to receive an email from Xref directly with instructions for choosing your referees and sending them a reference request. Xref allows you to be in control of the process - the onus will be on you to follow up with your referees - and keeps you up to date on progress with status notifications.





## Final Interview

Final, face-to-face interviews will take place at one or more of the BSN's school campuses or the Central Services location. You should prepare for a panel interview as well as the following:

**Support/Management Roles:** You will have the chance to see the school campus and may be expected to join meet and greet sessions with BSN colleagues. You may be expected to complete job related tests or for some of our Central Services & Management roles, give a presentation. A presentation topic will be provided in advance if this is the case.

**Teaching Roles:** Your interview programme will include a tour around the school campus and you will also have some free time to look around. You will be expected to teach a lesson, which will be observed by one to two senior colleagues. Full details, including information on the class you will be teaching will be provided with your invite to interview. If you have applied for a Class Teacher position your interview programme is likely to take place at one of our Junior School Campuses across two days.



## Applying from outside of The Netherlands?

You will be expected to travel to The Netherlands for your final interview. We will book hotel accommodation, but you will need to organise your own transport at a reasonable cost, which the BSN will reimburse. Full details will be sent with your invite.

If you have travelled to your interview from outside of The Netherlands you can submit your expense claim online **here**. Click *Claim Login* (bottom right) and log in with password: bsn@123

*(Please note that claims will not be reimbursed unless the receipt is attached as evidence or if you withdraw your application at any stage of the selection process)*





# What to expect if you receive a job offer

Every year we welcome over 100 new colleagues to the BSN - perhaps you will also be joining us! The following pages detail what you can expect if your application results in a job offer.

Following your acceptance we will send your contract pack to you via email. This email will include information on the documents we require from you:

- Signed contract
- Signed job description
- Personal details form
- Tax form
- Copies of your qualifications
- Copies of your passport *(photo page and any stamped pages)*
- Criminal check records
- 2 positive references via XRef

## Keep in mind

It is your responsibility to apply for your criminal check as soon as you receive your contract as we require the original document before your start date. If you already live in The Netherlands and have a DigiD, we can start the online police clearance application for you.

The BSN is an equal opportunities employer and is fully committed to safeguarding and promoting the welfare of young people. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.



## Tip

Don't forget to sign up to our **Job Alerts** to keep up-to-date with our **internal Positions of Responsibility**



“ My first year at the BSN has been challenging and has given me vast experience as well as a large amount of autonomy in my role as Head of Department. I have had the opportunity to develop a team and lead it through a time of curriculum change, expansion and refurbishment. It is immensely exciting and far greater than could be expected within the UK. ”

Amy Downing, SSV



# Benefits at the BSN

At the BSN we offer competitive salaries. We offer the Be Frank pension scheme to all staff members as well as a range of other attractive benefits.

Staff recruited from abroad may be entitled to the tax allowance\* and subsidised education fees for children\*. This will provide your children with continuation of their education and with the tax allowance you will have more disposable income at hand.

*\*Subject to certain terms and conditions*

All staff can request a range of fantastic benefits such as health checks, dietitian support, sponsored sport clubs, life coaching, funding for degrees, translation services and the childcare service on CPD and admin days. We also offer interest free computer loans, interest free study loans as well as a sponsored and interest free bicycle scheme.



**Be Frank  
Pension Scheme**



**Health  
Insurance**



**Computer Loan  
Scheme\***



**Bicycle  
Scheme\***



**Study  
Scheme\***



**Life Planning  
& Well-being  
initiatives**

*\*(if applicable)*

## Life in The Hague, The Netherlands

The Netherlands is a very welcoming, easy and pleasant country in which to live and work. English is widely spoken and it is very easy to make your way around - public transport is very efficient and affordable, nevertheless most new starters buy a bicycle during their first week and blend in with the locals.

Den Haag has a lot to offer. It is a safe yet eventful city with the growing international community comprising 10% of the city's population. Den Haag offers many restaurants, cafés, theatres and exciting events throughout the year. You can see amazing art in the world famous Mauritshuis and Gemeentemuseum; sandy beaches and beautiful woods are on your doorstep; the countryside is just a 30 minute cycle away and Amsterdam, Utrecht and Rotterdam can be reached within an hour. Flights departing from Schiphol Airport - 30 minutes by train - will take you everywhere you want to go.

Please [read Lindsay Home's story](#) about working and living in Den Haag as published in TES!



# Moving to The Netherlands

If you are living abroad, the BSN can support you with your relocation to The Netherlands. Here is what you can expect:

## Pre-Visit to The Netherlands\*

You must be curious to see Den Haag and the BSN again without stress - therefore we offer you a pre-visit to The Netherlands. This is a great opportunity to start looking for accommodation and to meet your new colleagues again. You can also bring your partner and your children with you.

## Settling in Allowance

We will transfer your Settling in Allowance into your Dutch bank account once you have moved to The Netherlands. Many new starters dip into their savings during their move and this allowance can help you to pay yourself back. Your Settling in Allowance will be paid into your Dutch bank account once open.

*Please note that if your partner has also been appointed to start working at the BSN, settling in support will only be granted to one partner. The entitlement of this assistance should be agreed during your interview process.*

## Removal Expenses

You can claim up to €3500 for the removal of your goods and furniture to your new home. Before booking please send 2 quotes to HR and we will approve one of them for you to book.



“ Hi! I’m Ligia, the BSN’s Onboarding Officer. I will guide you through every step of the onboarding process! ”

## Travel Expenses\*

We will reimburse the travel for yourself, your partner and your children from your previous address to your new address.

*\*Please note reasonable travel will be reimbursed - for example economy flights or basic ferry fare*

## Recruited from within The Netherlands and moving to Den Haag?

If you have been recruited locally and you are planning to move to Den Haag, you may be entitled to a Settling in Allowance and Removal Expenses (different conditions).

For more information please contact the **HR Department**.

## Relocating - help wanted?

The following websites offer advice and cover everything you need to arrange to relocate to The Netherlands:

**ACCESS NL**  
**Expatica**  
**I Am Expat**  
**Checklist for relocating to The Netherlands**

“ Relocation can be stressful, but the school were always there to support and answer my numerous questions. A settling in allowance made it possible to afford deposits and the like during the move without having to use our savings, or take out a loan. ”

Oliver Morgan, JSD





# Checklist

- ✓ Contract pack received
- ✓ Criminal check application submitted
- ✓ Inform HR if you require removal assistance
- ✓ Contract signed
- ✓ Job Description signed
- ✓ Personal Details Form completed
- ✓ Tax Form completed
- ✓ Signed forms returned to HR
- ✓ Pre-Visit organised (if relocating from abroad)
- ✓ Criminal check received - original sent to HR
- ✓ Expense claims submitted

Hopefully this brochure will answer all of your immediate questions. If you have any questions which haven't been covered, you can contact Rebecca, our Recruiter: **[Rebecca.Hazlett@britishschool.nl](mailto:Rebecca.Hazlett@britishschool.nl)** or Ligia Arbex, our Onboarding Officer: **[Ligia.Arbex@britishschool.nl](mailto:Ligia.Arbex@britishschool.nl)**



Follow us on Twitter: **[@BSNetherlands](https://twitter.com/BSNetherlands)** **[@BSNHRDept](https://twitter.com/BSNHRDept)**

