

Manor House School

Application and Recruitment Process

Explanatory Note

Manor House School ('the School') is committed to the safeguarding and welfare of children and young people and all staff share this responsibility. We have an extensive safer recruitment policy and procedure which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's application form and recruitment process must be directed to the current HR Officer.

Application Form

Applications will only be accepted from candidates, including internal, completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Please read the Job Description and provide answers for all parts of the application. Failure to provide information requested may lead to your application being rejected. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Personal Details

This section needs to be clear and accurate. Your national Insurance number can be obtained from the DWP or will be available on your latest salary guidance. All successful candidates invited for interview will be required to produce documentation of their eligibility to work in the UK.

Education and Qualifications

Your application form should contain all dates, establishments and level of exam including the grades. You will be required to produce **original** documentation of any qualifications related to the role; these are detailed in the Person Specification.

Membership of Professional Bodies

Please state any membership to any professional bodies.

Continuous Professional Development

Please indicate any further CPD courses you have undertaken in the last 3 years.

Employment Record

Please list in chronological order, starting with your current or most recent position. This must include **all employment** history since leaving full-time education. Failure to provide this information may lead to your application being rejected. Periods when not working can be completed in the next section, please ensure there are no gaps.

Statement of Application

This statement is an integral part of your application. You should demonstrate your competencies against the person specification and showcase your knowledge and experience. Use experience from other positions and describe how you match the requirements of the job. Ensure your statement is no longer than two sides of A4 and must be clear and concise.

References

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications, before interview. Your first reference must be from your current or most recent position. References will not be accepted from family. If you are currently working with children, on either a paid or voluntary basis, your 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, your 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. They may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

Any inconsistencies will be discussed with the candidate.

Internal candidates must provide details for references. These must be a senior member of staff with appropriate authority.

Criminal Records Policy

Manor House school will refer to the Department of Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

Disclosure and Barring Service/Recruitment of Ex-Offenders

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. As all jobs at the School involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then securely disposed by the Headteacher or Director of Finance and Operations. If you would like to discuss this beforehand, please arrange a confidential conversation with the Headteacher or Director of Finance and Operations with the HR Officer.

The School will not unfairly discriminate against any candidate for employment based on any conviction or other details revealed. In the event that any information is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question;
- The seriousness of any offence or other matter revealed;
- The length of time since the offence or other matter revealed;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- In the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence and the explanation (s) offered by the convicted person

All posts at Manor House School are subject to an enhanced criminal background check which will be conducted if you are successful and in place before your first day at the school. Any disclosures can be discussed at interview.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other acts of violence, serious class A drug related offences, robbery, burglary, theft deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

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 Local Safeguarding Children's Board and/or the Disclosure and Barring Service.

Reasonable Adjustments

Please let us know of any adjustments you require for the interview process and we will ensure reasonable adjustments where possible, please contact the HR Officer if required in confidence.

Declarations

Under the Data Protection Act 2018, we must ask you to freely give explicit consent to the processing of the information you have provided to fulfil statutory requirements. You will be asked to sign this at interview if you have been successful.

Declarations of relationships

If you are related to or have a close personal relationship with any member of staff, please fill out this part of the form.

Equality Monitoring Form

To assist us in complying with statutory requirements we ask this form is completed.

Invitation to interview

If invited to interview the School requests the following documents on arrival at the School;

- A current photographic driving licence or paper counterpart with passport
- Original certificates of teaching qualifications
- Proof of entitlement to work and reside in the UK if not a citizen of the EEA or Switzerland

As already stated the School will take up references prior to interview. If not already indicated on the Application Form, please inform us if you do not want us to contact them.

If you consider yourself to have a disability and need any adjustments for the interview, please contact the HR Officer.

If you have any further queries regarding the interview, please contact the HR Officer.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon pre-employment checks which may (if needed) be recorded on the Single Central Register as follows;

- ID, Date of Birth, right to work & Address checks
- Receipt of at least two satisfactory references, as previously discussed
- Barred List Check
- Enhanced DBS check
- Disqualification by association-our compliance along with the safeguarding policy contain clear expectations placed on staff about their relationships, both inside and outside the school (and online), which may have implications on the safeguarding of the children at the school.
- Childcare Disqualification Check-under the Childcare Regulations 2009 apply to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare

- EEA/Overseas Sanctions Check
- Medical Fitness Check
- Professional Qualifications Check
- Prohibition from Teaching or (Management s.128) via TRA

Retention and Security of Records

Manor House School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

Speculative CV's	6 Months	Securely Disposed
Application Forms (not employed)	6 Months	Securely Disposed
Application Form (employed)	Kept on personnel file for duration of employment then reviewed	6 years after employment (unless required to keep longer)
DBS Certificate	No longer than 6 months Number & Date are kept for entry onto SCR	Securely Disposed

All information supplied is handled fairly and lawfully taking into account the following:
 The Data Protection Act 2018
 GDPR (EU)
 Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
 ("the exceptions order")
 Human Rights Act 1998