APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

Saint Martin's is committed to ensuring the best possible environment for the children and young people in their care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff who share and understand our commitment.

All queries on the application form and recruitment should be directed to Joanna Barrett, HR Manager.

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 (eg 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 by you from the awarding body.

All candidates invited to interview must also bring with them:

DBS Information
An Enhanced disclosure from DBS from your current teaching post and photo Id (Passport / Driving Licence)
OR if this is not relevant the following information
Photo Id Passport Mandatory
Driving Licence
Marriage Certificate (if relevant)
Birth Certificate
Address Evidence 1 (dated within last 3 months) e.g Utility Bill, Telephone Bill
Address Evidence 2 (dated within last 3 months)
National Insurance Number
If you have moved from your current address within the last 5 years please provide evidence of all previous addresses and also the month and year of moving.

Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

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

Candidates with a disability who are invited to interview should inform the HR Manager of any necessary adjustments or arrangements to assist them in attending interview.

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.

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 job description for the post.

This post requires the disclosure of any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent

convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs.

The successful applicant will be required to complete a Disclosure Form from the DBS for the post.

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.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and Referral to the police and/or DfE Children's Safeguarding Operation Unit is also likely.

References

We will seek references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references, with your current employer, in advance of the interview, please notify us as soon as possible.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity, qualifications and professional status;
3. A check of DfE List 99 and the Protection of Children Act List as appropriate;
4. A satisfactory Enhanced DBS Disclosure;
5. 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;
6. Satisfactory completion of a probationary period (if appropriate).

Criminal Records Policy

The School applies for an Enhanced Disclosure from the DBS for all members of staff and volunteers. An Enhanced Disclosure will give detail of cautions, reprimands or final warnings as well as convictions.

It may also contain non-conviction information from local police records which a chief police officer believes may be relevant.

The School will refer to the DfE document, 'Safeguarding Children and Safer Recruitment in Education' and any amended version.

The School complies with the provisions of the DBS Code of Practice and the School's Child Protection Policy is available on www.saintmartins-school.com.