



Additional application information

Please do not send CV's - much as we welcome your interest, safeguarding regulations require that all appointments must be made through a standard application process using a common format therefore we cannot consider CV's.

Hendon School is fully committed to the protection and welfare of our students. Those who work for us are expected to share this commitment, which will be fully tested as part of the selection process. Our policies, procedures and practices reflect our commitment to equality and diversity.

Individuals will be selected for appointment based purely on their suitability for the post.

Disclosure

Employees at Hendon School are classified as having substantial access to children and all appointments, including volunteers, are subject to an enhanced police check of previous criminal convictions (DBS).

Applicants are required, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 on their application forms.

Failure to disclose this information may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Candidates meeting the criteria will be taken forward to the next stage of the process. For all vacancies applications are only accepted if submitted electronically.

References are requested once the shortlisted candidates have been contacted regarding interview.

No employee can commence employment at Hendon School unless we are in receipt of two satisfactory references, if necessary, employers may be contacted to gather further information.

Interview

During the interview process candidates may be asked about any gaps or discrepancies in their application form.

Proof of ID (passport) must be brought into school on the day of interview along with a current DBS certificate.

Probation

All Support Staff undergo an 18-week assessment period.