

Are you our next BSN colleague?



Internationally British



Welcome

Thank you for applying to work at The British School in The Netherlands (BSN). We appreciate the time and effort you have put into your application. Each year, we receive approximately 3,500 applications and recruit approximately 120 colleagues. Every member of staff plays an integral role in our mission to deliver academic excellence and create inspiring places for children and young people to learn and grow into confident individuals.

Expectations are high and work can be challenging at times, but very rewarding. 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 a broad and exciting range of staff Well-being and Life Planning initiatives.

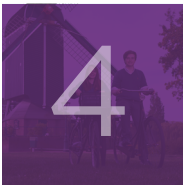
This brochure will guide you through each stage of the recruitment process and includes information about what you can expect if you receive a job offer - do read the relevant sections carefully. We recommend bookmarking the site so you can find it easily.

We wish you the best of luck with your application!

Pauline McCafferty & Lucie Prazak, Recruitment Officers at the BSN

Contents

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



Safeguarding / Safer recruitment



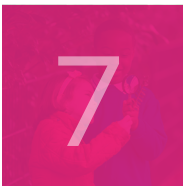
What to expect if you receive a job offer



Benefits at the BSN



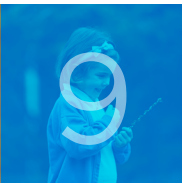
Moving to The Netherlands



Life in The Hague, The Netherlands



Relocating - help wanted?



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

We aim to begin reviewing applications immediately and contact you with the outcome soon after the vacancy deadline. In most cases, we keep to a tight recruitment schedule; however, sometimes, due to the volume of recruitment, you might have to wait a couple of weeks for feedback - please bear with us. We usually hold two interview rounds depending on the role and the number of applications received. In the first instance, 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?

Cammio is a cutting-edge video recruitment technology provider that we use to carry out automated video interviews. In such an interview, you will be asked some pre-recorded questions and will record your responses.

Automated interviews can be recorded at any convenient time before a specified deadline, which allows for more flexibility in our initial hiring process - ideal for international candidates. It's also a chance for you to bring your CV to life.

All you need to complete the interview is a computer/tablet/phone with an internet connection, a webcam and a microphone. You'll receive detailed instructions via email. We recommend you test your connection and AV equipment prior to the interview.

Keep in mind

We understand if this style of interview makes you feel a bit nervous or awkward; remember, you won't be talking to another person and may miss that direct feedback. Try to relax. 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 from outside of The Netherlands, we will request your references at the same time that we invite you to submit a Cammio interview. For candidates based in The Netherlands, your references will be requested prior to the final interview. References support your application and perform an important part of the selection process.*

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 selecting your referees and submitting their information. Your nominated referees will then automatically receive an email requesting them to complete your reference check online. Please ensure you notify your referees of this process. Your nominated referee will receive a reminder every 24 hours for 3 days. If a referee has not responded within 3 days, you will be notified by email to follow up or nominate a new referee. Upon completion of your reference by your nominated referee it will be returned to us.



XREF

Safeguarding / Safer Recruitment

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. Prior to interview, depending on the role, we may perform the following checks:

- Prohibition Checks (for teachers) including EEA online check, GTC sanctions, failed induction or probation period;
- A check of the Children's Barred List (formerly known as List 99);
- A check of Section 128 (for leaders).

Final Interview

Final, face-to-face, panel interviews will take place at one or more of the BSN's school campuses or the Central Services location. The following additional elements may also be part of your interview programme depending on the role.

Support/Central Services Roles: You will have the chance to see where you would be based if successful and may be expected to join meet and greet sessions with BSN colleagues as part of the interview process. You may also be expected to complete job related tests or lead a session with children.

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 1-2 senior colleagues. Full details, including information on the class you will be teaching, will be provided with your information 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.

Leadership/Management roles: In addition to some of the above-mentioned activities, you might be expected to give a presentation. A presentation topic will be provided in advance if this is the case.

Please bring your original degree(s)/certificates and a form of Photo ID to the interview for verification.



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 approximately 120 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 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;
- Criminal records check(s) covering the last 5 years.

Keep in mind

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



Benefits at the BSN

At the BSN we offer competitive salaries, the *Be Frank* pension scheme as well as a range of other attractive benefits.

Staff recruited from abroad may be entitled to the tax allowance* and subsidised tuition 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 benefits such as health checks, dietitian support, sponsored sport clubs, life coaching, funding for degrees, and a free 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



Bicycle
Scheme*



Health
Checks



Dietitian
Support



Dutch
Lessons



Life Planning &
Well-being initiatives



Coaching



Employee
Assistance
Programme



In-house CPD through our
International Leadership
Academy (ILA)

Life in The Hague/Den Haag, The Netherlands

**(if applicable)*

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 55% of the city's population. Den Haag offers many restaurants, cafés, theatres and exciting events throughout the year. You can see world-renowned art by e.g. Vermeer and Mondriaan 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 away by train - will take you everywhere you want to go.



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 in a more relaxed atmosphere prior to starting work - therefore, we offer you a pre-visit to The Netherlands. This is a great opportunity to look for accommodation and to meet your new colleagues. You can also bring your partner and your children with you.

Settling in Allowance

We provide financial assistance with the associated extra costs of relocation in the form of a tax-free Settling in Allowance which we will transfer 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.

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 €3,500 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.

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 also be entitled to a Settling in Allowance and Removal Expenses (different conditions).

“Moving country for the first time can be a daunting prospect, especially with a family in tow. The onboarding/HR team have been friendly, caring and organised, holding our hands through the process and tailoring the advice and support to our specific needs!”

-Glen McPheat, Head of EAL, JSL/SSL



Relocating - help wanted?

Moving to a new country requires good preparation and can take a lot of time out of your summer holiday. It is helpful to have some savings set aside to help your move go smoothly.

Pre-Visit to The Netherlands*

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

<http://www.access-nl.org>
<http://www.expatica.com/nl>

In our experience, using the services of a relocation agent can relieve the stresses of moving country and allows you to enjoy the excitement of your move with the knowledge that the important steps are being taken care of.

Many of our new starters use the services of NL Relocation - a small and exclusive agency with a personal approach. Their basic package includes:

- Housing Assistance (house viewings, key exchange, inventory check;
- Organising gas, water and electricity;
- Organising TV and internet;
- Opening a Bank Account;
- Registering at the town hall;
- Obtaining a Civil Service number (BSN number);
- Registering with a family doctor/dentist/pharmacy.

NL Relocation Standard Package (2020 rates)

| | |
|------------------------------|-------------------------------------|
| 1 person | €1,105 incl. house search €1,510 |
| 1 person + partner/family | €1,105 incl. house search €1,510 |

Please let the HR Department know if you would like to use the services of NL Relocation and we will put you in touch.

(NL Relocation's package fee will be deducted from your Settling in Allowance payment so you don't have to fund this service up front.)

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

Hopefully this brochure will answer all of your immediate questions. If you have any questions which haven't been covered, you can contact Pauline McCafferty: **Pauline.McCafferty@britishschool.nl** or Lucie Prazak: **Lucie.Prazak@britishschool.nl**.



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