



# SHERBORNE SCHOOLS GROUP

## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

### 1. Application Forms

- Applications will only be accepted from candidates completing the appropriate School Application Form in full. Curriculum Vitae will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts at Sherborne School, Sherborne Preparatory School and Sherborne International 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 individual Job Description for the post.)
- Accordingly, applicants are required to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (Please see separate 'Policy on the Recruitment of Ex-Offenders' for further information if required.)
- Applicants are advised that, in accordance with current safer recruitment guidelines (Keeping Children Safe in Education, 2024), as part of the shortlisting process the School should carry out an online search a part of their due diligence on shortlisted candidates. The purpose of this online search is to help identify any incidents or issues involving the applicant which are publicly available online and which could be considered to negatively impact a candidate's suitability to work with children, or that appear to contradict fundamental British values. To eliminate any bias, this online search will be conducted either by a member of the HR Department who is not involved in any part of the shortlisting or interview process, or by an external agency appointed by the School. Only where a relevant incident or issue is found will that information be passed to the interview panel member responsible for the safer recruitment element of the interview so that it can be explored in more detail with the applicant at interview. Any information found through these searches will be treated in the strictest confidence and will not be disclosed to anyone outside the recruitment and selection process, i.e. Head and/or Chief Operating Officer and/or safer recruitment interview panellist(s). The application form therefore requires applicants to give the School their consent to carry out these internet searches and to provide the details of all their personal email addresses and/or mobile telephone numbers. For information, School employees are asked to ensure their privacy settings are set so that information posted on their social media channels is not publicly available online.
- The successful applicant will be required to complete an online application for an Enhanced Child Workforce Disclosure, to include a check of the Children's Barred List, from the Disclosure and Barring Service.

- The successful applicant will only be able to commence employment at the School once the HR Department is in receipt of the satisfactory Disclosure from the Disclosure and Barring Service and two satisfactory written references. The School will check that references received electronically have originated from a legitimate source and will, wherever practicable, contact the referee to verify the reference. (Only in certain circumstances will applicants be able to start without receipt of the DBS certificate and, if so, separate procedures to cover this situation will be followed, and will include a check of the Children's Barred List.)
- The School will normally seek references from a shortlisted candidate's current or most recent employer prior to interview (**unless the candidate has specifically requested otherwise**); this applies to both internal and external candidates. Any such reference should be written by a senior person with appropriate authority. For teaching posts, the applicant's current/most recent Head of School must provide a reference. The School may also approach previous employers for information to verify particular experience or qualifications, before interview. References will be shredded if your application is unsuccessful but retained on file if you are appointed.
- 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, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young people.
- 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 Dorset Children's Safeguarding Board.
- Hard copies of all application forms are kept for 12 months following the recruitment process and then shredded.
- Electronic copies of application forms received will be printed and retained as above; electronic versions will only be kept for the duration of the recruitment process and deleted when an appointment is made.

## 2. Invitation to Interview

- If you are invited to interview, this will be conducted in person (or, in exceptional circumstances, via Teams/Zoom meetings) and the areas which it will explore will include suitability to work with children.

- All candidates invited to interview must bring the following documents to the interview (copies taken at interview will be shredded if your application is unsuccessful but retained on your Personnel file if you are appointed)
  - a. Original documents confirming any educational/professional qualifications that are necessary or relevant to the post. (Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.)
  - b. Three forms of original identification, at least one of which must be photographic ID, and another must show proof of current address, for example:
    - current photo-card driving licence (if your driving licence does not show your current address you must also provide either a utility bill or financial statement, dated within the last 3 months, showing your current name and address or Council Tax Bill or Mortgage Statement issued in the last 12 months.
    - valid passport,
    - full birth certificate.
  - c. An original document which evidences your Right to Work in the UK (e.g. British/Irish passport, UK birth certificate, Certificate of Naturalisation, valid visa)
  - d. If you are in receipt of a Disclosure from the Disclosure and Barring Service which is no more than 3 months old, please bring the original with you.
  - e. Where appropriate, any documentation evidencing a change of name. (*If you are providing a birth certificate as one form of identification, and your name has changed since birth, you must also provide the appropriate documentation, e.g. Marriage Certificate, to confirm the change of name – but this still only counts as one form of identification*).

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

### 3. Conditional Offer of Appointment - Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of two written satisfactory references (if these have not already been received).
- Verification of identity, qualifications and the right to work in the United Kingdom.
- Self-declaration of physical and mental fitness to discharge the responsibilities required by the post.
- Receipt of a satisfactory Enhanced Disclosure (Child Workforce) from the Disclosure and Barring Service, to include a check of the Children's Barred List. You are required to bring in your Disclosure certificate to the HR Department as soon as you receive it from the DBS.

- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- For teaching posts (including sports coaching) – verification of professional status (e.g. PGCE, QTS), verification of successful completion of statutory induction period, and a check of the prohibition from teaching list via the Teaching Regulation Agency
- For management posts (including heads and deputy heads of academic departments, housemasters, SLT, Bursary Management Team, governors and anyone promoted internally to any such management post) – a check of the Section 128 Barring List (Prohibition from Management in Independent Schools).
- For teaching posts, where a teacher has worked outside the UK, they will be asked to obtain a letter of professional standing from the professional regulating authority in the country/countries in which they have worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom (UK NARIC).
- For staff working with children under 8 years old, the School will carry out checks to ensure that individuals are not disqualified under the Childcare Act 2006.
- Where the successful candidate is a foreign national or has lived or worked overseas for a period of 3 months or more in the previous five years - or longer, if deemed necessary by the School - the candidate will be required to provide a Certificate of Good Conduct from the relevant country/countries.
- Satisfactory completion of the required Probationary Period (as outlined in the Offer of Appointment letter).

#### PLEASE NOTE

Where a candidate is:

- found to be on the Barred List or the Protection of Children Act List, or the DBS Disclosure shows they have been disqualified from working with children by a Court; and/or
- found to have provided false information in, or in support of, their application; and/or
- found to be the subject of serious expressions of concern as to their suitability to work with children

The facts will be reported to the Police and/or the Dorset Children's Safeguarding Board.

If you have any queries regarding this Application and Recruitment Process, please do not hesitate to contact the HR Department (Miss Emily Old):

HR Department  
Sherborne School  
Abbey Road, Sherborne, Dorset DT9 3LF

Tel: 01935 810502  
Email: [hr@sherborne.org](mailto:hr@sherborne.org)

HR Department  
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