

WIGMORE PRIMARY SCHOOL



Candidate Recruitment and Selection Process Information Sheet

This information sheet explains the recruitment and selection process so that applicants can gain an understanding of the procedure and know what to expect in order to help maximise their chances of a successful application.

The recruitment and selection process is as follows :

Application

- 1) Once you have received your application pack, read through the contents carefully.
- 2) Complete application form in full by the closing date specified, explaining any gaps or anomalies e.g. gaps in employment. If you do not complete your application form in full, your application may be rejected.
- 3) Please do not enclose a copy of your CV or copies of any other documents.
- 4) Return your application form ensuring that if you post it, it arrives at the school in good time by the closing date. Late applications may be rejected.

Short listing

- 5) The recruitment panel will consider your application against the criteria set in the person specification. You may be contacted to clarify points in your application.
- 6) The panel will draw up a list of short listed candidates.
- 7) If you are successfully short listed for the interview, you will be informed in writing within one week of the closing date and the interview will take place within three weeks of short listing.
- 8) If you are unsuccessfully short listed, you will be informed in writing one week after the closing date.

References

- 9) If you are short listed for interview, the recruitment panel will request a reference from your two referees. If you strongly object to your referees being contacted at this stage, there may be a delay in the selection decision. However, we would require that your referees be contacted after the interview.
- 10) On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the verification process. One of your referees MUST be your current or last employer and one MUST be from a role where you worked with children (where possible).

The Interview

- 11) If short listed, you will be invited to the interview and asked to bring with you original documents proving your eligibility to work in the UK (a list of acceptable documents will be provided with the interview letter) and qualifications. These will be checked before the interview starts and photocopied. Your originals will be returned to you on the same day.

- 12) The interview questions will be based on the criteria in the person specification.
- 13) Issues relating to safeguarding and promoting the welfare of children will be explored at interview.
- 14) If you are the successful candidate, you will be offered the post, in writing, within one week of the interview date.
- 15) If you are unsuccessful, you will be informed in writing within one week of the interview date.
- 16) Please accept or decline in writing.
- 17) Your employment will be subject to any outstanding checks, for example; Criminal Records Bureau, Medical clearance, GTC (if applicable). This will be made clear in the offer letter.
- 18) Your terms and conditions of employment will then be sent to you within eight weeks of the start of your employment.

A List 99 or GTC check may be performed, at the school's discretion, at any time during the recruitment and selection process (where applicable).

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.