SETTLE COLLEGE

Be the best you can be.

VERITAS VIRTUS LIBERTAS

Senior IT Network Manager

Established Contract

37 Hours per week

Required Hours

Closing date 28th February 2022 @ 9.00am

8.00am to 4.00pm with 1/2 hour break
(Mon to Thur) 8.00am to 3.30pm on Fri

Grade K - SP 29-32

(£32,910.00 to £35,745.00 FTE)

Application Pack

Settle College

Be the best you can be

Settle, North Yorkshire BD24 0AU
www.settlecollege.org.uk

February 2022

Dear Applicant,

Senior IT Network Manager

Thank you for your interest in the above post, which offers the successful candidate the opportunity to work in this thriving and successful 11-18 rural school.

Settle College is a happy school community where innovation, creativity, enterprise and a sense of fun and enjoyment is encouraged, valued and celebrated. We recognise each student as an individual and every single student brings their own unique personality, skills, talents and interests. Academic success is important but so is our commitment to ensuring that students develop the skills that will prepare them for life-long learning in a rapidly changing world; confident in their ability to meet any challenges ahead and enabling every student to succeed and achieve their full potential.

We are looking for enthusiastic, conscientious and hard-working Senior IT Network Manager, who is able to work in a pressurised environment with responsibility for the schools IT network which serves approximately 650 students and 90 staff. This is a new strategic role to lead a ICT Technical Team, as we are looking to find the right individual to take the ICT structure in school from "good to great" and to enhance what we already have, as students educational needs change.

It is in our strategic vision, that we require someone who would be able to take the College forward and improve the already excellent infrastructure already in place to support the Governors and Senior Leaders, who are strongly committed to providing good ICT systems for both Staff and Students, with the eventual move towards providing students with their own devices, with the eventual support of additional IT Technicians.

This is an exciting new role and we would like to hear from candidates who would enjoy this challenging but rewarding position. They will need to be friendly, efficient and have excellent communication skills. No day is ever the same and the role requires a calm and consistent personality and the flexibility to coordinate the many different aspects of the role. The successful candidate will be expected to work within confidential parameters, offering a consistently high standard of work at all times. In return we can offer you support from a highly committed and experienced Senior Leadership Team.

Our previous long term IT manager has moved on after a distinguished career overhauling the system and he has left Settle College with an Estate that is relatively new, and the new Senior IT Network Manager does have the full support of the Senior Leadership Team and the Governors as they ensure that a substantial budget (typically £40K per annum) a is made available to ensure that this investment in IT continues.

Settle College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced DBS check.

We look forward to receiving your completed application form, which must be accompanied by a supporting letter of no more than one side of A4 showing how your current or recent experience relates to the areas of responsibility within the Job Description and Person Specification.

Please send the completed application form and letter of application to the Headteacher, Mr Gareth Whitaker, admin@settlecollege.n-yorks.sch.uk.

Thank you for your interest in the post; we look forward to receiving your application form.

Yours faithfully

Gareth Whitaker - Headteacher

About Settle College

Settle College occupies an enviable site on the banks of the River Ribble in the market town of Settle, with outstanding views of the surrounding area and bordering the Yorkshire Dales National Park. Settle College is a vibrant and exciting community of learners. We have been through enormous and very successful change in recent years. The College is an integral part of the community. There is a strong commitment from our staff to the College's wider role within the community and we always aim to get fully involved in community activities.

In November 2015, Settle College had a full Ofsted inspection. The outcome is that we are judged to be a strong 'good' in all areas. Some key highlights from the report are as follows:

'The school's approach to keeping students safe is excellent.'
'The school's curriculum is aspirational and inclusive. Students enjoy the challenge of academic rigour… students are motivated to achieve well.'
'The Governing Body has changed significantly since the last inspection. It is now highly effective.'
'The quality of teaching is now good, with some examples of outstanding practice, particularly in the Sixth Form.'
'Work is well presented and shows an excellent depth of understanding.'
'Students are positive about the school and are keen to learn.'
'Students' attainment has risen significantly.'
'Students' value the ambitious plan for improvement that has been shared with them. They are excited to play their part in delivering that improvement'
'The excellent work of school leaders and governors has brought about significant improvement in examination results. This has been for all groups of students and particularly English and Mathematics.'

Sixth Form provision came out particularly strong:

'The Sixth Form is increasingly successful, the unvalidated results are the highest ever for the school and show that students are achieving well beyond national expectations…'
'The Sixth Form's success is reflected in its popularity and its excellent retention rates. Students spoke with great conviction about the excellence of the work of leaders, teachers and other professionals in supporting them in their studies….'
'Teaching in the Sixth Form has improved significantly and is now good, with much outstanding. Such is it's strength, it now represents an example of excellence to the rest of the school.'
'A very high proportion of students go on to top universities.'
'Outstanding teaching and its impact over time was noted in English, Mathematics, Modern Foreign Languages and Science.'

You can read the full report on our website: http://www.settlecollege.org.uk/about/ofsted-reports/
In 2015 our Value Added put us in the top 8% of schools in the country. In 2016, our Progress 8 score was +0.55, putting us in the top 5% of schools in the country and third in North Yorkshire. Compared to 'similar' schools (DfE), we are ranked first. In 2017, our progress 8 score was +0.48, putting us in the top 12% of schools nationally for progress, with no better performing similar school within a 75mile radius, which continues into 2018 where our progress 8 score was 0.23 and the DfE again recognised there is no better performing similar school within a 75mile radius. We are a Leading Edge School.

More recently, following a visit to the school in May 2019, OFSTED inspectors have confirmed that the school remains good and commented favourably on many aspects of provision – with particular praise for the Headteacher and his senior leadership team.
The leadership team has maintained the good quality of education in the school since the last inspection. Commenting the school has been led with vision, vigour and a real sense of moral purpose. The report noted that the school's previous inspection in November 2015 identified the need

to develop the skills of subject leaders so that they can play a fuller part in improving the quality of the work of the school, and goes on: 'You have addressed this aspect very effectively. Subject leaders are enthusiastic, knowledgeable and skilled'.

There is praise too for the extent and quality of extra curricular provision, and the strong culture of safeguarding. The report continues: 'The overall quality of teaching is good and improving. Pupils feel safe and enjoy school. Relationships between adults and pupils and among pupils are cordial and open. This means that there is an atmosphere of mutual respect and care in the school (which) has a very positive impact on learning and pupils' progress'.

'The sixth-form provision is effective and well led . . . you and your sixth-form team work imaginatively to make sure that, as far as is possible . . . students follow the course combinations of their choice. Your flexible and targeted approach to curriculum helps facilitate this. Sixth form students are given opportunities to take on responsibilities and further develop their independence. The sixth-form with whom inspectors spoke were fulsome in their praise of their teachers and the time and effort staff put in to support, care for and challenge them'.

Our core aim is to provide the best possible educational provision for the young people of North Craven, preparing them for life-long learning in a rapidly changing world, and enabling them to fulfil their potential and strive to be their best. Our development & improvement planning continues to focus on the following key themes:

- Securing outstanding outcomes for all our students including a commitment to ensuring that students achieve academic success and the skills for life-long learning.
- Working tirelessly to develop a thirst for knowledge and a love of learning in our young people through focusing on the highest standards of classroom practice with high quality learning & teaching at the heart of everything we do.
- High standards of respect, courtesy and behaviour.
- Continuing to develop and evolve our curriculum so that it is innovative and inclusive; meeting the needs of every single young person no matter what their ability or background.

The Curriculum
The Key Stage 3 curriculum is designed to map a relatively traditional curriculum against a skills-based entitlement to ensure that all students are equipped to succeed in level 2 qualifications and beyond.

In 2010 we introduced a 'stage not age' curriculum for Years 9 to 11. All students take three years to complete their English, Mathematics and Science GCSE while undertaking one or two optional level two courses in each of Years 9, 10 and 11. This continues to be a strength of the school and despite the league tables not recognising results in the 2018 exams, taken by students when they were formerly in Year 10, we continued to deliver the stage not age curriculum as it was and still is best for the students.

The Sixth Form offers a mix of 'A' Level and Vocational courses as well as Extended Project Qualification.

Site and Buildings
We have undertaken, because of our enlargement, a large-scale refurbishment of the College site.
We have a fantastic library, conference room and four state of the art Science laboratories.
Half the school has been completely re-furbished including corridors as we became an 11 – 18 school, many classrooms, outdoor social spaces, a new PE suite and changing rooms and an outdoor amphitheatre.
We have excellent playing fields and a newly resurfaced outdoor all-weather pitch (Winter 2019).
Settle Swimming Pool shares our site.

The Catchment Area
Our students come from a catchment area of 250 square miles of beautiful, largely rural countryside.
Many of our students travel considerable distances to school. Our students come from a wide variety of backgrounds.

The Northern Lights Teaching Schools Alliance
Our work with the Northern Lights Alliance is a very exciting opportunity which allows us to enhance opportunities for both staff and students.
In April 2012, we became part of the Northern Lights Teaching Schools Alliance. As a strategic partner in one of the largest alliances in the North of England we work closely with our lead school, Skipton Girls' High School. On average, we train around 4 – 5 trainee teachers each year.
We have three SLE's (Specialist Leaders of Education) in Mathematics, English and SEND.

Conclusion
Settle College is a professional learning community where everyone wants to improve and is expected to improve, where both staff and students constantly strive to improve as a learning organisation. We expect all staff to support our ethos, which promotes high achievement, high standards and high aspirations. We believe it is the professional responsibility of all staff to genuinely care for all students and bring the best out of them. In return the Governors believe that Settle College offers excellent opportunities for both established colleagues and Newly Qualified Teachers to develop their careers in an exciting and supportive environment, where outstanding practice is encouraged and rewarded.

Meet the Team and Department Information

Information about department

Our department:

SLT Lead   Georgina Daley (Operations Manager)
Data and Administration Officer   Ruth Barker

The IT department is responsible for delivering an efficient IT service, operating to the highest standards.

Therefore, are seeking a dynamic, creative and experienced Manager to ensure that the school's ICT and technical strategies are effectively focused and managed

The successful candidate will:

• Demonstrate first class ICT and technical knowledge and skills;

• Have proven leadership and project management experience;

• Be flexible and committed to continuous improvement;

• Be a team player;

• Demonstrate knowledge and experience of how ICT is used to support teaching & learning

Aims and job description

Responsible to: Operations Manager

Job Purpose:

Responsible for the management of the ICT network of the school and development and implementation the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school to contribute to an effective learning environment

Job context:

The ICT department is at the hub of the school, ensuring the ICT supports the school staff in the smooth running of the curriculum delivery, to improve the education of the pupils

Works at a strategic level to lead an ICT Technical team and associated budgets.   Long term planning skills required to forecasting the school's ICT needs in this fast pace environment.

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Works across the school site

Enhanced DBS Clearance is required.

The Network Manager is responsible for

Accountabilities and Main Responsibilities:

Operational Management:

Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance and development of the College's ICT hardware, software and network infrastructure including:

- Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate
- Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate
- Provide an appropriate infrastructure to facilitate need for storage, network connectivity and end-user experience.
- Responsible for ensuring continuous availability, maintenance and running of installed information systems
- Implements contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption
- Responsible for diagnosing and solving complex IT problems, prioritising as appropriate, and make decisions on service provision
- To lead on projects as required including ICT security and efficient use of resource
- To maintain an up to date knowledge of ICT developments
- To undertake development work to enhance existing systems or to prepare new solutions.
- Designs and implements changes to the school(s) ICT software and hardware and liaise with consultants on the specifications of new software/hardware as appropriate
- Maintain computer files by backing up, archiving and deleting information as appropriate
- Analyse and interpret data e.g. usage trends and provide SLT with reports
- Manage the performance and service provision of ICT services effectively within the school to minimise disruption

- Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements

Communications:
- Advise leadership team, teachers, support staff and students on the use of software and hardware including technical and specialist information.
- Communicates with pupils, staff, suppliers and LA staff
- Liaise with all areas of the school and outside organisations as appropriate
- Communicates with staff and pupils as part of ICT technical support to solve complex issues and provide ICT related advice on service provision
- Identify school staff training issues and deliver appropriate ICT training

Partnership or Corporate Working

- Liaise with LA colleagues, including Schools ICT as appropriate

Initiative & Independence
- Regularly makes decisions on own initiative on staff and student needs. Work with line manager to set out ICT school policies.

Resource management:

- Line manage a team of ICT technical support staff, including recruitment, training, appraisal and dealing with any performance issues
- Hold regular team meetings with the ICT technical support team
- To be responsible for all ICT infrastructure-related budgets within the school forecasting future years projected expenditure
- Manage specifications and procure ICT equipment and technologies on behalf of the school, including negotiations with suppliers to secure the best possible price, within the limitations of the allocated budget
- Identify school staff training issues and deliver appropriate training
- Maintain an inventory of software and hardware

Financial Responsibilities
- Responsible for ICT the budgets, purchasing hardware, licenses and services.

Safeguarding:
- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. Ensuring that appropriate filtering and monitoring is being carried out in-line with DfE guidance

Systems and Information:
- To fulfil the necessary administrative tasks associated with the responsibilities of the post.
- Maintain a database of all ICT support requests
- Carry out audits of student and staff internet usage, add filters where necessary and report any misuse as appropriate in line with school policy
- Create and manage all network user accounts, ensuring correct access rights and audit as required
- Ensure data on the system is current and out of date data is archived

Strategic Management:
- Develop policies and procedures for the use of ICT within the school
- Support network activity in other schools, as appropriate and as guided by the SLT
- Provide advice to the SLT on future developments of the ICT network

Data Protection:
- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
- Ensure that disposal procedures are adhered to for ICT equipment

Health and Safety:
- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety
- Responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately

Equalities:
- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, to work in accordance with the aims of the Equality Policy Statement.

Flexibility:
- Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. All staff are required to comply with Settle College Policies and Procedures.

Customer Services:
The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

The duties may be varied to meet the changing demands of the College, or the professional development of the post holder.

The job description may include all such other duties as the Senior Leadership Team and Governors may reasonably expect from time to time.

Whilst this job description provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the college's policies, procedures and ethos.

The College reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Settle College are successfully achieved.

In relation to Data Protection, information Security and confidentiality, all staff are required to comply with the college's policies and supporting documentation.

Personal Qualities

This job description is current, but following consultation with you, may be changed by the Headteacher and Governors to reflect or anticipate changes in the post which are commensurate with the salary and job title.

As the Senior IT Network Manager you will oversee all technical management of the College ICT Network facilities provided to staff and students on a daily basis either direct or by proficient delegation to the other ICT Technicians. This includes monitoring, managing and maintaining the current core server room infrastructure, the wider network and peripheral systems across the site. You will also project manage procurement and implementation of new and replacement systems to provide effective ICT to the College. Troubleshooting, maintaining and replacing current classroom and wider College ICT and connected AV systems will also be a major part of the role.

You are expected to provide support to staff and students, ranging from background server room tasks to one-to-one support with user issues. Although not expected to teach students, you will be required to provide help sessions for staff when required and you should have strong interpersonal skills and emotional intelligence to be able to deal with students, teaching staff, teaching assistants and general support staff to ensure they are confident users of the considerable investment in ICT.

Personal Qualities	Essential	Desirable
Knowledge and experience		
• Advance theoretical knowledge of relevant ICT hardware and software packages	√	
• In depth knowledge of current ICT developments and networking	√	
• Comprehensive understanding of network and server topology	√	
• Advance Technical knowledge of a wide range of solutions	√	
• Understanding of systems integration risk and issues	√	
• In depth knowledge of Microsoft products (Desktop & Server OS's, Exchange, Azure, Office365 etc).	√	
• Office 365 provision and management.	√	
• Knowledge of system management (Group Policy, SCEM).	√	
• Knowledge of TCP/IP, DHCP, DNS, Backup Strategies, Device Security including AV, VLANs and Network Security.	√ √	
• Managed WiFi infrastructure and management.	√	
• Knowledge of virtualized server environments and scalable storage.	√	
• Knowledge of PC hardware maintenance is essential.	√	
• Mobile device configuration and implementation.	√	
• Understand project management in terms of timescales, scheduling and meeting completion dates	√	√
• CCTV Systems		
• Substantial experience of all aspects of ICT technical support provision	√	
• Knowledge and understanding of scripting (eg. Powershell) and CLI management (Linux – SSH)		√ √
• Experience of managing server-related technologies and software	√	
• Substantial experience of working in an ICT related environment	√	
• Experience of managing budgets	√	
• Experience of line managing staff	√	
• Experience of delivering technical/specialist training	√	
• Network management experience	√ √	

	E	D
Knowledge of relevant College/NYCC policies and procedures, including Data Protection, Safeguarding Measures, Security and a working awareness of education specific issues.	√	
Knowledge and understanding of Hyper-V Failover Clustering.	√	
Understanding of typical educational specific systems (MIS, Cashless Catering, Data Integrations)	√	
Centralised managed print services. (PaperCut)	√	
Experience of developing ICT related polices		
Project management experience		

Qualifications, Skills and Training		
Customer oriented approach	√	
Good listening skills	√	
Time management and effective prioritization.	√	
Decision making and initiative	√	
Project planning; purchases, deployments, maintenance, etc, co-operating with relevant contractors, staff and other bodies where necessary	√	
Working with authority parties such as Police for CCTV footage/other records as appropriate	√	
Contract and licensing management for software and services.	√	
Working to deadlines, target setting and prioritization	√	
Excellent communication skills regarding both technical and non-technical subjects.	√	
Leadership/promotion of organisational policy objectives	√	
Interagency collaboration		√
Corporate working skills		√
Disaster recovery		√
Ability to identify needs and provide potential solutions.	√	
HND or proven experience in computing		√
Willingness and ability to continually learn about new, relevant technologies and networking systems and management solutions		√
Other relevant training/qualification, eg MCP's in previous MS Server/Client Network OS	√	
Level 4 qualification in a relevant field or equivalent level of experience	√	
Evidence of further professional development to current modern recognised qualification, eg, MSCE/MSCITP or newer MCSA/MCSD		√
School Procurement training		√
Ability to lead and motivate self and a team of staff	√	
Willingness to undertake training relevant to the role	√	

Other Requirements		
Enhanced DBS Clearance	√	
Flexibility and ability to work out of school hours	√	
To be committed to the school's policies and ethos	√	
Physical Ability to carry out the duties of the role.	√	
To be committed to Continuing Professional Development	√	
Motivation to work with children and young people	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviours and attitudes	√	

- Ability to use authority and maintaining discipline √
- An empathy for equality & diversity √
- Ability to exercise discretion and judgement √
- To assist in ensuring that NYCC's equalities policies are √
  considered within the school's working practices in terms of
  both employment and service delivery

How to apply and Selection process

Candidates should submit the following:
1. Completed Application Form
2. Personal letter of application, which indicates your experience and impact to date and what you can offer Settle College of no more than two sides of A4.

We regret we cannot accept CVs. The forms are available in electronic format and can be downloaded from our website: http://www.settlecollege.org.uk/vacancies/

Please email completed applications to the Headteacher, Mr Gareth Whitaker by 9.00am on Monday the 28th February 2022 to the following email address.

 admin@settlecollege.n-yorks.sch.uk

Selection Process

☐ Attend a formal interview

After the 28th February 2022	All shortlisted candidates will be contacted by telephone in the first instance and a letter.
W/c 7th March 2022	Formal interviews and tasks will take place at Settle College.

Please note that references may be requested prior to interview for those who are shortlisted.

We look forward to hearing from you.

.

Settle College Safer Recruitment Policy

Objectives

To set out the minimum requirements of Settle College's recruitment process in order to maintain a safe and supportive environment for all of our students, staff and others within our school community. This policy aims to:

- attract the best possible applications to vacancies;
- deter, identify and reject prospective applicants who are unsuitable to work with young people.

Implementation

All recruitment procedures involve the following:

- At least one member of the interview panel will have received and passed the accredited on-line training in safe recruitment procedures. All interviews will be conducted by a minimum of two people and a member of the Senior Leadership Team will always be present.

- A Governor will be present on the interview panel for most posts but especially TLR and SLT posts.

- Adverts for all posts will clearly state *'Settle College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced DBS check'.*

- Applicants will be supplied with, as a minimum, the job description, person specification, application form and information about the post, information about the school and an introductory letter from Principal.

- Shortlisting of candidates will be against the person specification and when shortlisting particular attention will be paid to unexplained gaps in employment, repeated changes of employment and any discrepancies. Incomplete application forms will not be accepted.

- References will be sought directly from the referee. References or testimonials provided by the candidate directly will not be accepted. Referees will be asked specific questions relating to the candidate's suitability to work with children and young people, any disciplinary warnings relating to the safeguarding of children and young people and the candidate's suitability for the post.

- All appointments for teaching posts will involve students. The candidates will be asked to teach a lesson, students will show the candidates around and where possible there will also be a student interview panel.

- Selection techniques will be determined by the nature and duties of the vacant post.

- Interviews will always be face-to-face and candidates will always be required to explain any gaps in employment, to declare any information that is likely to appear on a DBS disclosure, and to demonstrate their capacity to safeguard and protect the welfare of children and young people. If a staff member is subsequently found to have an issue identified by the DBS check and has failed to reveal this information at interview this could lead to the withdrawal of the offer of employment.

- All candidates will be asked to bring original documentation confirming any educational and professional qualifications relevant to the post. Successful candidates are required to provide proof of identity, a complete DBS application and receive satisfactory clearance, and to provide proof of eligibility to live and work in the UK. All offers of employment are subject to two satisfactory references and an enhanced DBS check.

- All details are included on the Single Central Record which is kept updated by the Business Manager.

- All staff who are new to the school will receive induction training that will include training in child protection, safeguarding and guidance on safe working practices.

- Settle College will only use supply agencies operating a Safer Recruitment Policy and who supply written confirmation that all relevant checks have been satisfactorily completed. When recruiting supply teachers an identity check will be carried out on arrival.

- Existing staff will undergo a DBS check every 5 years.

Child protection
Information/instructions for job applicants

Settle College is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

2. Applicants are advised that references should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

3. All reference requests will specifically ask for information about the candidate's suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.

4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview <u>original</u> documents relating to identity and qualifications.

5. All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. **This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974** therefore all convictions, cautions and bindovers, including those regarded as "spent" must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to North Yorkshire County Council, the appointment will be subject to satisfactory completion of a six month probationary period (Applies to school support staff posts).

6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board's, Local Authority's and School's Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.