

March 2021

Broomhill Bank School

preparation for life

Dear Candidate

Thank you for your interest in applying for a role at Broomhill Bank School.

We have pleasure in enclosing an application form for you to complete and return to the HR team.

With regard to the section 'Criminal Record', please note that there have been amendments to the regulations and this section requires updating. In the interim, please note the following.

The Governing Body of Broomhill Bank School recognises the safety and wellbeing of the pupils and students as paramount and any appointment will be subject to the successful candidate obtaining satisfactory outcomes to checks made by the school, including an enhanced disclosure from the Disclosure & Barring Service.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

You are advised that posts at Broomhill Bank School are subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed by the Executive Headteacher.

Executive Headteacher: Mr S Ackerley, BSc (Hons), PGCE, NPQH

Broomhill Bank School (North)
Rowhill Road
Hextable
Kent
BR8 7RP

Tel: 01322 662937
Email: info@broomhill-bank.kent.sch.uk

Acting Head of School: Mr J Specht, B.Ed (Hons)

Administrative Centre:

Broomhill Bank School (West)
Broomhill Road
Rusthall
Tunbridge Wells
Kent TN3 0TB

Tel: 01892 510440
Email: info@broomhill-bank.kent.sch.uk

Acting Head of School: Mrs T Bissett, B.Ed (Hons), NPQH

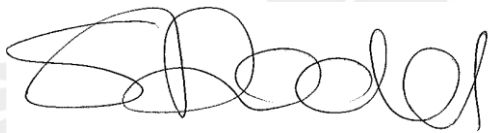
Of course, this may not affect you at all, but if you do have any unspent convictions or those that would not be filtered, **you should only disclose these if you are shortlisted for interview**, and not before. If you are shortlisted and invited for interview, at this stage we will send a self-disclosure form to you, which you return under confidential cover. The Executive Headteacher will open and consider any disclosures and may explore further with you the nature of any conviction(s) and will take into consideration factors relating to the nature of the offence(s) in deciding whether and how it might impact upon your suitability for being offered the position.

Please do get in touch if you have any queries or would like more information.

In the meantime, we look forward to receiving your application. If sending by email, please return to personnel@broomhill-bank.kent.sch.uk; alternatively by post, for the attention of Samantha Dodd.

With best wishes.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Dodd', is positioned over a faint background illustration of a bird.

Samantha Dodd
Human Resource Manager

