

Recruitment Statement

Safer Recruitment

The post for which you are applying is subject to safer recruitment measures. This is because it is located in a school, or is a position where the nature of the work and/or the setting(s) in which you may be required to work could lead children and young people to regard you as a safe and trustworthy adult, and/or you will have access to sensitive information about children or young people.

Safer recruitment measures include rigorous checking information you supply about yourself in your application e.g. verifying employment history and qualifications and references, enhanced Disclosure and Barring Services check and assessment of your suitability in light of safeguarding and promoting the welfare of children and young people.

It is important, therefore that in support of your application you comply in full with our requirements, for example, by scrupulously completing the application form and prompt answering any queries we may have on your application. Non cooperation or lack of cooperation in this on your part will lead to your application not being considered.

How our recruitment process works

A selection panel is formed, made up of not less than two people, usually including the manager of the job. They agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

Each panel member then compares the information on your Application Form with the criteria on the Person Specification. They each read all applications, form their views and determine who will go through to the next stage. If there are a lot of applicants that meet the requirements, the panel will go through the successful pile again, keeping only those who best meet the requirements. References are then asked for and taken up at this point. If you specify on the application form that we cannot contact a referee prior to the interview you will be contacted and asked to explain why, if the reason you give is acceptable we may delay taking up the reference. However, if the reason given is unacceptable or the decision to delay taking up the reference is likely to cause an unacceptable delay in filling the vacant post, you will be contacted to be advised as to whether we intend to request references prior to interview or that your application will not be progressed any further.

If you have not received a response within 4 weeks of the closing date you have been unsuccessful.

What do we value on Application Forms?

We are only looking for the things we have listed on the Person Specification. So, in addition to qualifications we also value other things such as previous job experience, research projects or personal study, voluntary work, social experience or personal life experience. You will be asked to provide original certificates to verify your qualification(s).

Do not enclose a CV; we only want information on the application form. CV's will not be considered.

Give details of your full employment history and details of all gaps in employment, e.g. to have a family, because of illness, career breaks etc.

Give details of any referees whom we can ask for information about you. If you are employed, include details of your current employer. If you are unemployed, give details of your last employer. If you have never been employed, please give details of a school, college or university tutor.

In the interest of Safeguarding and promoting the welfare of Children, the Authority reserves the right to request a reference from your current or most recent employer and any previous employer, regardless of whether or not you have indicated such employers may be contacted.

Focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and knowledge, and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc.

Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish.

After recruitment takes place

If you have not received a response within 4 weeks of the closing date you have been unsuccessful.

Giving you a fair and equal opportunity to work at Glynne Primary School

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

Access to employment for disabled people

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

One of the ways we publicise this commitment is through becoming a Two Tick Disability Symbol User. This standard relates to the way we treat disabled candidates and employees, supporting disabled people to work and stay in work.

Any disabled person who meets the essential criteria on the person specification will be guaranteed an interview.

Data Protection

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.