

# St Wystan's School

## 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 St Wystan's School 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.)
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- **The successful applicant will only be able to commence employment at the School once the Bursar is in receipt of the Disclosure from the Disclosure and Barring Service and two written references.** (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 Barred List.)
- The School will normally seek references on shortlisted candidates (**unless the candidate has specifically requested otherwise**). The School may also approach previous employers for information to verify particular experience or qualifications, before interview. **These 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 Derbyshire 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 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) **Four** 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,
    - valid passport,
    - full birth certificate,
    - 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.
  - c) 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.
  - d) 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 from the Disclosure and Barring Service, to include a Barred List check. **You are required to bring in your Disclosure certificate to the Bursar as soon as you receive it from the DBS.**
- For teaching posts (including sports coaching) – verification of professional status (e.g. GTC registration, QTS, NPQH), verification of successful completion of statutory induction period, and a check of the prohibition from teaching list.
- For management posts (including heads of academic departments, SLT and governors) – a check of the Section 128 Banning List (Prohibition from Management in Independent Schools).
- Where a teacher has worked in the European Economic Area, a check of the list of teachers sanctioned in other EEA member states.
- 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 he/she has been disqualified from working with children by a Court; and/or
- found to have provided false information in, or in support of, his/her application; and/or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children

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

If you have any queries regarding the Application and Recruitment Process at St Wystan's School, please do not hesitate to contact the Bursar (Mrs Helen Islip):

St Wystan's School

High Street, Repton, Derbyshire, DE65 6GE

Tel: 01283 703258

Email: [bursar@stwystans.org.uk](mailto:bursar@stwystans.org.uk)

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