



ST MARY'S SCHOOL ASCOT

Application and Recruitment Process Explanatory Note

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Furthermore, the school is committed to the development of positive policies to promote equal opportunities in employment regardless of race or colour, nationality or national or ethnic origins, religion or religious or philosophical belief, sex, pregnancy or maternity, sexual orientation or marital or civil partnership status, gender reassignment, age or disability.

Appointment procedures are governed by the School's principles of non-discrimination and are designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account. Carefully selected and validated skills may be tested as part of the selection process and will be administered by a suitably qualified tester.

The following procedure will apply to the recruitment and appointment of all staff to St Mary's School Ascot.

Application Form

- Applications will only be accepted from candidates completing the online Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the 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 job description for the post.
- Candidates should disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.
- The successful applicant will be required to complete an enhanced check for regulated activity with the Disclosure and Barring Service.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- 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 persons.
- 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 Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview, your suitability to work with children will be investigated.
- All candidates invited to interview must bring with them:
 - if the candidate subscribes to the DBS update service, the original disclosure, or
 - sufficient documents to initiate a DBS disclosure
 - proof of right to work in the UK
 - where appropriate, any documentation evidencing a change of name
 - original documents confirming any educational and professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

The school will take copies of the documents listed above. If successful and an appointment is made, copies will be retained on your personal file in order to demonstrate compliance with the ISI regulatory requirements, the National Minimum Standards for Boarding Schools and UK Border Agency regulations. If unsuccessful, copies of personal documents that are no longer required will be destroyed.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- receipt of at least two and preferably three satisfactory references from previous employers (if these have not already been received)
- proof of identity and qualifications
- a satisfactory enhanced check for regulated activity with the DBS including a check of the DBS Children's Barred List or a satisfactory update where the candidate subscribes to the DBS update service
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- satisfactory completion of the probationary period
- receipt of a completed Employment Health Questionnaire which will be studied by the School Nurse

WARNING

Where a candidate is:

- found to be on DBS Children's Barred List, or the DBS disclosure/update shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- 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 Disclosure and Barring Service.

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