

**HARROW SCHOOL
THE JOHN LYON SCHOOL
HARROW SCHOOL ENTERPRISES LIMITED**

APPLICATION AND RECRUITMENT PROCESS
Explanatory Notes

Application Form

- All applicants will be sent an application pack.
- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms. However, they may be sent in addition to the Application Form.
- Some positions will require the applicant to write a covering letter. You will be advised if this is necessary in the letter accompanying the Application pack.
- Candidates should be aware that all posts in the School involve 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.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. (See attached Information Sheet).
- All successful candidates will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post. (See attached Information Sheet).
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, ideally before interview. Please indicate on Application Form if you would prefer us not to contact your current employer until later in the recruitment process.
- 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.
- 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 DCFS Children's Safeguarding Operation Unit.
- All applicants will receive a letter advising them if they have been selected for interview or not.

Invitation to Interview

- If you are invited to interview you will receive a letter outlining who will carry out the interview and whether tests will be part of the process.
- The interview will be conducted in person by a minimum of the Line Manager and Personnel Manager or in the case of teaching staff a minimum of the Head Master and Head of Subject.
- The interview will explore suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). 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.
- All candidates invited to interview will be required to produce Proof of Identity, Right to Work in the UK and Proof of Address documents. Further details will be provided to selected candidates when being advised of interview date. Originals will be required.
- All candidates who are not successful at interview will receive a letter advising them of this.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to the School (if these have not already been received). References produced by candidates will not be accepted.
- Verification of identity and qualifications
- A check at DCFS List 99 and the Protection of Children Act List as appropriate, and while available
- A satisfactory CRB Disclosure
- Verification of professional status
- (for teaching posts) verification of successful completion of statutory induction period (applicable to those who obtained QTS after 7th May 1999).
- 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.
- Verification of medical fitness in accordance with DFCS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training. (Teaching staff only)
- A statement that a satisfactory completion of the probationary period will be required

National Insurance No

All employees must have a National Insurance Number.

If the number has been forgotten or lost a replacement number card can be obtained by contacting the Local Jobcentre Plus, Social Security Office or Jobcentre (0845 601 0142)

If an employee has not been issued with a National Insurance Number (usually new arrivals to the UK) advice will be given on how to obtain an NI No. (see enclosed)

WARNING

Where a candidate is:

- Found to be on DCFS List 99 or the Protection of Children Act List, or the CRB disclosure 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 DCFS Children's Safeguarding Operation Unit.