

**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 applicant to write a covering letter. You will be advised if this is necessary in the letter accompanying this Application pack.
- 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. 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. **All candidates** for employment must declare any previous convictions whether they are ‘spent’ or not before attending for interview or taking up a conditional offer of employment at the School. Certain previous offences such as the abuse of children and seriously violent and disruptive behaviour will preclude employment in the School. However, the nature of other offences will be considered on their individual merits and proper notice will be taken of the degree of seriousness of the offences, the circumstances and the time frame. These factors will be weighed against the nature of the appointment and its responsibilities. The School is conscious of the need to accept ex-offenders into employment whenever possible in order to play its part in the rehabilitation process, but the well being of the children and fellow employees will always remain the overriding consideration.

Please submit information in confidence enclosing details in a separate sealed envelope which will be opened only by the Personnel Manager (Mrs Beverley S Bailey), and subsequently destroyed.

- All successful candidates will be required to complete a Disclosure from the Criminal Records Bureau at the Enhanced level. Harrow School/the John Lyon School/Harrow School Enterprises Limited is a registered body with the Criminal Records Bureau for the purposes of obtaining access to criminal record checks for employment and voluntary appointments and the position is subject to the receipt of a satisfactory Enhanced Disclosure from the Criminal Records Bureau. The School will submit the form to the CRB on your behalf, as well as paying the fee due. Copies of the School’s Code of Practice with regard to Disclosure and the Recruitment of Ex-Offenders & Security of Disclosure Information Policy are available from the Personnel Department.

- 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, 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 DfES 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
- Evidence of your right to work in the UK
- A check at DfES List 99 and the Protection of Children Act List as appropriate
- A satisfactory CRB Disclosure at the Enhanced level
- Verification of professional status
- (for teaching posts) verification of successful completion of statutory induction period (applicable to those who obtained QTS after 7<sup>th</sup> 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 DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training. (Teaching staff only)
- Satisfactory completion of the probationary period

### **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.

### **WARNING**

Where a candidate is:

- Found to be on DfES 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 DfES Children's Safeguarding Operation Unit.