

Application and Recruitment Process

Chessbrook ESC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Chessbrook ESC recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing, supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

Chessbrook ESC reserves the right to make an appointment before the closing date of any advertised vacancy so early applications are encouraged.

All questions regarding our recruitment process can be directed to the Human Resources Manager at HR@chessbrook.herts.sch.uk

Application form

Applications will only be accepted from candidates completing the identified Application Form in full. CVs will not be accepted in substitution for fully completed Application Forms.

Application Forms can be completed electronically or hard copy.

Completed application forms can be submitted through the identified channels in the candidate brief, in person to the school addressed to the HR Department or by email to HR@chessbrook.herts.sch.uk

All jobs at Chessbrook ESC involve substantial opportunity for access to children. It is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the HR Manager. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that 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.

The successful applicant will be required to complete a Disclosure Form and application to the Disclosure and Barring Service. Additionally, successful applicants and all staff should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes:

- any staff who are disqualified from childcare or registration
- notification of any convictions, cautions, court orders, reprimands or warnings they may receive

- if they are living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If you are currently working with children and young people, 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. Chessbrook ESC will seek a reference from the Headteacher or most senior person in the current setting.

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 or young people, your current employer will still be asked about your suitability to work with children or young people.

Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and possible referral to the police and/or DBS.

Selection Process:

Interested candidates should apply as soon as possible. Chessbrook ESC reserves the right to close the vacancy early in the event of numerous applications and suitable candidates are identified.

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be assessed and discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff with Safer Recruitment training. The interviewers involved will be required to state any prior personal relationships or knowledge of any of the candidates and a judgement will be made by the Headteacher or HR Manager as to whether or not an interviewer should therefore withdraw from the panel. Should the Headteacher or HR Manager have a conflict of interest, the non-conflicted member of the panel shall decide whether the conflicted party should withdraw from the panel.

All applicants invited to interview will be notified in advance regarding the format of the interview process, and any relevant information will be sent.

Documentation/Right to Work Evidence

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diploma, degrees etc.)

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualification must be obtained by the candidate (you) from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or full birth certificate
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address
- Where appropriate any documentation evidencing a change of name
- Overseas candidates must provide evidence of their right to work and reside in the UK in line with current government guidelines

Please note: original documents are necessary and we will take copies of these. Photocopies or certified copies are not sufficient. Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment:

Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS
- Completion of pre-employment health check*
- Where the successful candidate has worked or been resident overseas within the last ten years, such as checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered
- If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management or governance of schools (Section 128 check)

In addition for candidates to be employed as a teacher:

- A check that the candidate is not subject to a prohibition order issued by the Secretary of State
- Teaching candidates who have lived or worked outside the UK will be required to provide proof of their past conduct as a teacher
- Verification of professional qualifications
- Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7th May 1999) where relevant

*It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained within the report supplied to the school by the independent Occupational Health provider will then be held by the school in the strictest confidence. This information will be reviewed against the Job Description and Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, co-curricular activities, layout of the school.

Chessbrook ESC is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you **do not** wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

Chessbrook ESC will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Chessbrook ESC will refer to the current Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

Criminal Records Policy

Chessbrook ESC will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.

The school's Privacy Notice can be viewed via our website.

Further information and school visits

Applicants who require further information or would like to arrange a visit to the school should contact Suzanne Briscall (PA to the Headteacher, HR Manager) on 01923 212025.

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