



ROSSETT SCHOOL

Recruitment Process Guidelines

Rossett School is committed to safeguarding and promoting the welfare of children and young people and ensuring that employees are suitable persons to work with them

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form – please type or write in black ink. If you have insufficient space, please continue on a separate sheet, mark it clearly with your name and the vacancy it relates to and attach it securely to your application form.

Look carefully at the job description and person specification. These outline the duties of the post and the minimum knowledge, skills and experience we require. You should look at the skills and experience required and provide evidence that you possess them, preferably by giving specific examples. Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Although we can accept e-mailed application forms a signed version must also be received.

EQUAL OPPORTUNITY MONITORING FORM

Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. Please complete and return the Equal Opportunity Monitoring Form to assist with our measures. All information is treated in confidence and only used for statistical monitoring. The information will not form part of your application, but will be separated from your application form upon receipt.

CHILD PROTECTION

All appointments will be subject to a satisfactory, enhanced level CRB check. **This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974** therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults.

All new staff are provided with the school's Child Protection Policy and Procedure document and will be required to undertake appropriate training relevant to the role.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the Candidate. **References will be taken up prior to interview.**

All reference requests will specifically ask for information about the candidate's suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to child protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.

At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions.

CANVASSING

You must not influence a member of staff or the school governing body, to act in your favour as this will disqualify you. If you are related to a member of staff or a governor, you must indicate this in the relevant section of the application form.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job.

Please note that it is not our practice to reimburse travelling expenses.

SALARY SCALES & INCREMENTS

Administrative, Professional, Technical & Clerical (APT & C) Band – Progression on the salary scale is by annual increment, on 1 April every year, until the maximum within the band is reached, subject to at least 6 months service in the band and a satisfactory performance review by that date.
Teachers – The terms of the relevant year's Pay and Conditions Document will apply.

PRE-APPOINTMENT CHECKS

Immigration, Asylum and Nationality Act 2006

Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which set out the law on the prevention of illegal migrant working, came into force on 29 February 2008.

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. This means that, in order to comply with this Act, the school must ensure that **all** prospective employees and casual staff who are due to commence work on or after 29 February 2008 have the right to work in the UK **before** they commence employment.

In order that Rossett School complies with the law, **please bring along to your interview** an original document showing that you are eligible to work in the UK **(the law states that we must photocopy an original document)**.

You are asked to provide an original document or combination of documents from EITHER **List A** (documents which establish an ongoing entitlement to work in the UK) OR **List B** (documents which indicate restrictions on entitlement to work in the UK), if you provide documents from List B, Rossett School will check your continuing eligibility to work at least every twelve months or until the time-limited restriction expires or you are able to produce a document from List A.

For further information on **Immigration, Asylum and Nationality Act 2006** please visit the official government website - www.ukba.homeoffice.gov.uk/workingintheuk

List A

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.

- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B (Documents which indicate restrictions on entitlement to work in the UK)

Please note that employees who have a restricted entitlement to work in the UK will be required to have their documents checked at least once every 12 months.

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
- A Certificate of Application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when**

produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service*.

- A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service*.
- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

*Please note that if you provide this document as evidence of your right to work in the UK and are subsequently offered employment with Rossett School, then Rossett School will contact the Employer Checking Service to verify your entitlement to work in the UK.

Bring to Interview

- Qualifications - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.
- Proof of Identity - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines Jan 2007, we must see proof of your identity and evidence of your name, date of birth, address and see some form of photographic identity.

On Appointment

- Proof of Identity - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Criminal Records Bureau (CRB), involving completing a form for this purpose and provide original supporting documents. A copy of the CRB Code of Practice can be made available on request.
- Medical Clearance - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you require an acknowledgement of receipt of your application, then please include a stamped addressed envelope for this purpose. If you do not receive an invitation to interview, we thank you for your interest in the post.