



Recruitment Process Guidelines

Rossett School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

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. Please read the instructions on the application form carefully before completing it. You must complete all parts of the form.

We recommend that you 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. Please 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.

In accordance with Keeping Children Safe in Education (KCSiE) we do not accept CVs. Our application forms are used to obtain a common set of data from all applications. As such, candidates should provide information on employment history and, if appropriate, explain the reasons for any gaps.

If you are called for interview you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

Equal Opportunities

Rossett School is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic.

Completion of the Equal Opportunity Monitoring information will assist with our measures. All information is treated in confidence and only used for statistical monitoring – this information will not form part of your application and will be separated from your application form upon receipt.

Safer Recruitment

All appointments will be subject to a satisfactory enhanced level DBS check. **All posts are exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 as amended** and shortlisted applicants will be asked to make a self-declaration of their criminal record or information that may make them unsuitable to work with children.

Rossett School has adopted a policy on the Recruitment of Ex-Offenders which can be found in Appendix 3 of our Recruitment and Selection Policy and Procedure.

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

References

References that fully cover the candidate's recent work history will be obtained, **usually prior to interview** where possible so that any issues or concerns raised can be explored further with the referee and/or taken up with the candidate at interview.

At least one of the references should be your current employer. Where an applicant previously worked in childcare employment but no longer does so, they will be required to provide a referee from that organisation.

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.

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 or Trust Board, to act in your favour as this will disqualify you. If you are related to a member of staff, Governor or Trust member, you must indicate this in the relevant section of the application form.

Short-listing and Interviews

A shortlisting process will take place prior to interview. In addition, the school may conduct tests and/or written exercises 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.

Pre-Appointment Checks

Permission to Work in the UK

Under the Asylum and Immigration Act 1996 we must verify identity and in addition we can only consider applications from those eligible to work in the UK in accordance with [Government Guidelines](#).

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 Keeping Children Safe in Education (KCSiE), 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 the Keeping Children Safe in Education 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 Disclosure & Barring Service (DBS). The DBS Code of Practice is available [here](#).

- 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.

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education, we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching.

Overseas Checks

Where candidates have lived or worked abroad for a period of 3 months or more we request a criminal records check, this will include those who have lived or worked in the EEA.

General Data Protection Regulations (GDPR)

We take our legal obligations under data protection very seriously. Your personal data will be treated in a secure and confidential manner – please see our Recruitment Privacy Notice for further details.

Please note it is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.