****St** Andrew’s School

A school with Quaker values

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Executive Head: Julie Jackson

Head of school: Jim Collin

**The St Andrew’s School Trust is a Registered Charity No. 1129232**

**Recruitment Information**

St Andrew’s School adheres to the statutory guidelines provided in the Department for Education document ‘Keeping Children Safe in Education’ and therefore, prospective applicants applying for posts at the school must complete the information requested fully.

Successful applicants who are provisionally offered a post within the school will not be able to commence work until two satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, health check and any other pre-employment checks, including safeguarding checks have been completed. Attendance at mandatory whole school safeguarding training session will also be a prerequisite of starting work (this training may be delivered on an individual basis if the appointment is due to commence part way through the academic year).

**Applications**

Applications should be submitted on a Norfolk County Council standard application form (a link to which will be provided on the job advert).

Application forms must be fully completed, with particular emphasis on the employment history and any breaks in employment sections. National insurance numbers must be completed on all applications and Teacher reference numbers if applicable.

St Andrew’s School reserves the right to check the accuracy of statements made as part of the application process and those applying for a post are deemed to have given consent to such checks being made.

Completed application forms must be submitted by the date and time specified in the job advert. Late applications will only be accepted in exceptional circumstances.

The appointment of any member of staff who may have contact with, or access to, children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from DBS. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), outlines certain convictions and cautions as ‘protected’, meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. As an employer within the education sector, we come under the ‘Exceptions Order’ and therefore you should disclose all convictions whether spent or otherwise. Further guidance about the Exceptions Order can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

**References**

The application form requires two referees to be nominated. It is expected that referees will be the applicants current/most recent employer and another employment reference. If the candidate is/or has previously worked in a school the referee should be the Headteacher of the previous school.

Where two references are not possible, because the candidate does not have two previous employers, a character reference based on voluntary work, or some similar activity may be acceptable. Where an applicant has no previous employment, a school, college, or university referee should be nominated. Under no circumstances should a family member or friend who knows you socially be nominated as a referee.

St Andrew’s School will always seek to obtain references prior to interview and the contents of the reference may be discussed with you as part of the interview process. It is therefore deemed that you give consent for references to be sought prior to interview.

If you are offered a post within the school, the offer will be subject to receiving two satisfactory references. If the references are deemed to be not satisfactory the offer will be withdrawn and the reasons for the withdrawal will be made clear to you.

**Online Searches**

When an applicant has been shortlisted for interview, the school will perform an online search prior to the date of the interview. This process entails reviewing publicly accessible information surrounding the applicant.

An appointment cannot be made without the completion of this check and therefore it is deemed that the applicant gives consent for this check to be carried out.

**Internal Applicants**

Internal applicants are required to complete an application form in full and nominate two referees, one of which must be their current line manager.

**Equal Opportunities**

St Andrew’s School welcomes applications from all sectors of the community.

**Safeguarding Checks**

All successful applicants must be prepared to undergo screening to confirm their suitability to work with children and young people. This is carried out via a DBS and includes criminal records check and a children’s barred list check (if appropriate).

Applicants who have previously been resident abroad and foreign nationals will be required to obtain police criminal records check from the country/countries where they have lived.

**Interviews**

Shortlisted applicants will be invited to attend an interview after the closing date for applications has passed. Applicants will be interviewed by a panel compromising staff and/or Trustees one of which will be safer recruitment trained.

Your interview may also include an observation in the classroom setting and/or an administrative task depending on the role applied for.

When you attend the interview, you will be required to bring original identification (ID) documents with you so that the DBS check can be commenced if you are successful. Please bring with you three ID documents as follows.

* Current passport
* Driving licence photo-card showing your current address
* Birth certificate and marriage certificate (if applicable)
* If you are unable to provide any of the above, then please bring a utility bill, bank statement or HMRC correspondence showing your current address, and which is dated less than 3 months ago. Alternatively, your last P60 for the end of the last tax year or your council tax bill for the current year would be acceptable.

In addition, you will also be required to bring in the following original documentation.

* Non-EU passport holders will be required to provide proof of the right to work in the UK.
* Teachers will need to provide their QTS certificate.
* All applicants are required to bring in relevant education and training certificates.

Copies of the above documentation will be made and will be shredded for all unsuccessful candidates immediately following the interview process.