



An All-through Co-operative School

# PRESTON MANOR SCHOOL GUIDANCE NOTES FOR APPLICANTS

## **Guidance notes for applicants on the Recruitment and Selection Procedure**

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### **1 Introduction**

Preston Manor School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Preston Manor School is also committed to providing a supportive and flexible working environment to all its members of Staff. Preston Manor School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain Staff of the highest caliber who share this commitment.

### **2 Recruitment and Selection Procedure**

All applicants for employment will be required to complete an Application Form containing questions about their academic and employment history and suitability for the role. Applicants will receive a Job Description and Person Specification for the role applied for.

Applicants will be advised that Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and that any previous employer of an Applicant may be contacted by Preston Manor School concerning the application made.

The applicant may then be invited to attend a Formal Interview at which his/her relevant skills and experience will be discussed in more detail. Any inconsistencies or anomalies in the information on employment history will be examined and a record made of satisfactory clarification. All short-listed applicants will be required to attend an Interview and a written record of the determination of the outcome of the Interview will be made.

If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating Preston Manor School's standard terms and conditions of employment;
- The receipt of a minimum of two satisfactory references (in most cases one of which must be from the applicant's most recent employer) which Preston Manor School considers satisfactory. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children;
- The receipt of an Enhanced Disclosure (with barred list information as appropriate) from the Disclosure and Barring Service with which Preston Manor School is satisfied.
- Satisfactory check that the applicant is not subject to a prohibition order issued by the Secretary of State;
- Verification of identity and qualifications;
- Verification of professional status, QTS status (where required);
- For Teaching posts only as appropriate, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous 5 years, such checks and confirmations as the School may require in accordance with statutory guidance;
- The receipt of a satisfactory health questionnaire;
- That an applicant has the appropriate level of physical and mental fitness in accordance with the Education (Health Standards) (England) Regulations 2003;
- Satisfactory completion of the probationary period

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Preston Manor School Contract of Employment as confirmation of employment.

The receipt of satisfactory references and the appropriate Enhanced Disclosure, and/or its equivalent for an overseas applicant, must be completed before the conditional offer of appointment can be confirmed.

### **3 Pre-employment checks**

In accordance with the recommendations of the DfE, Preston Manor School carries out a number of pre-employment checks in respect of all prospective employees.

#### **3.1 Verification of Identity and Address**

All applicants who are offered a post at the school will be required to bring the following evidence of identity, address, birth and qualifications:

- Current driving licence (including photograph);

Or

- Passport;

Or

- Full Birth Certificate;

And

- Two utility bills or statements (from different sources) showing their name and home address;

And

- Documentation confirming their National Insurance number (P45, P60 or National Insurance Card);

And

- Documents confirming any educational and professional qualifications referred to in their Form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

#### **3.2 References**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant as a friend. When a reference is taken over the telephone then detailed notes will be taken, dated and signed. A further reference may be requested if the applicant has worked overseas.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary and job title/duties, reason for leaving, performance, and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety or welfare of children (including any in which the disciplinary sanction has expired);
- Whether any allegations or concerns have been raised about the applicant that relate

to the safety or welfare of children or young people or behaviour towards children or young people, not including any allegations or concerns found to have been malicious or not substantiated or unfounded.

Preston Manor School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. A written reference may be followed up by a telephone call to the referee to verify the reference.

References will be requested for all short-listed candidates.

Preston Manor School will compare all references with any information given on the Application Form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **3.3 Disclosure and Barring Service Disclosure**

Due to the nature of the work, Preston Manor School applies for criminal record certificates from the Disclosure and Barring Service (the 'DBS') in respect of all prospective employees, Governors and volunteers.

There are three types of check that may be requested from the DBS depending on the nature of the position, namely Standard Disclosure, Enhanced Disclosure and Standard Disclosure with Barred list information.

Preston Manor School considers that all positions within Preston Manor School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), as defined by the DBS. It is Preston Manor School's normal policy to require a satisfactory Enhanced Disclosure or Enhanced Disclosure with Barred list information for all its employees and volunteers in accordance with the guidance as set out in KCSIE, 'The Safeguarding of Vulnerable Groups Act 2006' and guidance given in 'Regulated activity in relation to Children: scope' and by the DBS.

In addition to the Disclosure and barring criminal record checks undertaken in accordance with the guidance as given above, Preston Manor School will require applicants with recent periods of overseas residence and those with little or no previous UK residence to obtain a satisfactory Enhanced Disclosure with Barred list information. Applicants from overseas will be required where necessary to provide evidence of permission to work in the UK and may be required to apply for the equivalent of a Disclosure, if one is available in the relevant overseas jurisdiction (s). The DBS website gives details of which countries provide the equivalent of a Disclosure.

Preston Manor School recognises that volunteers are regarded by children as safe and trustworthy adults. A prospective volunteer, of whom Preston Manor School has little or no recent knowledge to work with, or provide services for, children for whom Preston Manor School is responsible, will be recruited in accordance with the measures described in this policy. Where Preston Manor School already has reasonable knowledge of a prospective volunteer to work with, or provide services for, children for whom Preston Manor School is responsible, Preston Manor School will follow the procedures detailed in Section 3 of this guidance and in addition undertake an informal interview with the prospective volunteer to determine his/her suitability.

### **3.4 Prohibition Order**

Preston Manor School will check that an applicant to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Secure Access Online service.

### **3.5 Professional Qualifications**

Preston Manor School will verify the professional qualifications as and where appropriate of an applicant to be employed.

### **3.6 Right to Work in the UK**

Preston Manor School will verify the right to work in the UK of an applicant to be employed.

### **3.7 Retention and Security of Disclosure Information**

Preston Manor School's Policy is to observe the guidance issued or supported by the DBS on the use of Disclosure Information.

In particular Preston Manor School will:

- store Disclosure Information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to *those members of Preston Manor School entitled to see it as part of their duties*;
- Not retain Disclosure Information or any associated correspondence for longer than is necessary. In most cases, Preston Manor School will not retain such information for longer than six months, although Preston Manor School will keep a record of the date of a Disclosure, the name of the subject, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- Ensure that any Disclosure Information is destroyed by suitably secure means such as shredding;
- Prohibit the photocopying or scanning of any Disclosure Information.

## **4 Application Forms**

The School's Application Form will only be accepted from candidates who have completed this form in full. CVs will not be accepted as a substitute.

We will seek references of all candidates invited to interview and may approach previous employers for information to verify particular experience or qualifications, before Interview.

You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the candidate has been selected and possible referral to the Police and/or the Disclosure and Barring Service.

## **5 Invitation to Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children or young people.

For teaching posts only: if you are invited to interview you will be required to demonstrate your teaching by preparing and delivering a trial lesson.

## **6 Retention of Records**

If an applicant is appointed, Preston Manor School will retain any relevant information provided on their Form (together with any attachments) and all copies of the identity documents, right to work evidence and qualifications, on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

## **7 Single Central Register**

Preston Manor School maintains a single central register of staff appointments, including volunteers and others brought into the schools to provide additional teaching or instruction (such as sports coaches), supply staff and governors in accordance with the recommendations and guidance of the DfE.

## **8 Recruitment Process**

In accordance with best practice and whenever reasonably practicable, Preston Manor School will appoint one Senior Member of Preston Manor School Staff to Chair the Selection Panel and lead the recruitment process.

At least one member of a Selection Panel will be trained in Safer Recruitment as required by School Staffing (England) Regulations (2009).