Safer Recruitment Applicant Guidance

These notes are to provide applicants with clear guidance on how to complete a job application for the role of Headteacher at The King Edmund School.

Applicants are advised that there are specific recruitment formalities that need to be completed to ensure that the school’s Safer Recruitment Policy and Procedure is adhered to and these are outlined and clarified in this guidance document.

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| GUIDANCE ON COMPLETING THE APPLICATION AND RECRUITMENT MONITORING FORMS |
| Please ensure that you complete all sections on the Headteacher Application and Recruitment Monitoring forms. *Please note: A CV alone will not be accepted.*  To demonstrate how you meet the specific requirements of the role, we ask all candidates to submit a cover letter, no longer than two A4 pages and using a font size no smaller than 11pt, that provides a detailed response to the following questions:   1. What skills, leadership qualities and personal attributes have you developed that would make you suitable to be the next Headteacher of KES? 2. What successful strategies have you implemented to improve outcomes for all students, including those with SEND, and what impact was seen? 3. What strategies have you used to inspire, manage, and empower staff while fostering increased ownership and accountability?   For each of the questions above, please provide specific examples that detail what actions you took and how you measured your success.  A candidate will only be considered for short-listing and move forward in the recruitment process if they meet the initial essential criteria under qualifications, knowledge and experience. It is important to provide examples using the STAR Method (situation, task, action, result) relating to the person specification criteria.  It is important to fully complete the Recruitment Monitoring section, as these personal details are required in order for us to contact you and keep you abreast of your application. In addition, it is our intention to ensure that we continually monitor our own recruitment & selection processes and practices to ensure they are effective in avoiding discrimination and promoting equal opportunities. This is why your recruitment monitoring form is detached from the main application form and retained by the HR Manager and not forwarded to the shortlisting panel.  The completed application form, covering letter and any associated documents should be emailed to [**recruitment@kes.essex.sch.uk**](mailto:recruitment@kes.essex.sch.uk):. Alternatively, you can post your application to:  HR Manager  Headteacher Application  The King Edmund School  Vaughan Close  Rochford  Essex SS4 1TL  *Note: The closing date for receipt of your completed application published in the advertisement will be strictly enforced. Early applications are welcomed and the school reserves the right to conduct interviews prior to the official closing date. However, no appointment offer will be made until the position has formally closed.* |

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| SHORTLISTING |
| Shortlisting usually takes place within the week preceding the closing date of the advertisement. If you have not been contacted within four weeks after the closing date you may assume that you have not been successful. It is not the school’s policy to feedback reasons why the school does not wish to pursue an individual application before an interview. However, should you have any queries regarding your application and/or the school’s Safer Recruitment Policy and Procedure please do not hesitate to contact the HR Manager on 01702 560904. |

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| INTERVIEW AND SELECTION ARRANGEMENTS |
| Formal interview and assessment days will take place on Wednesday 19th March and Thursday 20th March 2025.  Shortlisted candidates will be contacted by telephone initially and followed up with a formal invite via email outlining all the relevant details of the interview / assessment day arrangements, including any activity preparation. |

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| CONDITIONAL EMPLOYMENT OFFER |
| It is usual practice to verbally offer the role to the successful candidate once the two day interview and assessment process has been concluded.  Upon receipt of a verbal acceptance from the successful candidate, the conditional employment offer will be issued in writing and will be subject to the pre-employment recruitment checks as out-lined in the conditional offer letter (including satisfactory references, medical clearance, DBS clearance, qualification evidence, prohibited from teaching checks as well as eligibility to work in the UK).  Unsuccessful candidates will be notified verbally of the decision giving reasons and some general feedback on the interview. |

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| ELIGIBILITY TO WORK IN THE UK |
| If you are shortlisted for interview, you will be asked to provide evidence that you are eligible to work in this country (Asylum and Immigration Act 1996, Amended May 2004). Details will be enclosed with your invite to interview letter. |

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| EVIDENCE OF QUALIFICATIONS |
| Evidence of qualifications will need to be seen at interview. If you are unable to provide the original documentation at interview and you are successful, you will be required to produce the original documentation prior to your first day of your employment. |

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| MEDICAL EXAMINATION |
| If you are offered the role, the relevant pre-employment medical declaration will be forwarded to you, with your conditional offer of employment, for completion. If you make a medical declaration, you will be required to complete a medical questionnaire, which will be forwarded direct to the school’s Occupational Health Service (without being seen by any member of school staff), who will determine whether you are fit for the appointment in question (it may be necessary for you to undergo a full medical examination). |

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| DISCLOSURE AND BARRING SERVICE (DBS) |
| The King Edmund School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and undergo an enhanced DBS check as part of our Safer Recruitment & Selection Procedures.  All posts at the school are exempt from the Rehabilitation of Offenders Act 1974 which requires any ‘spent’ and ‘unspent’ convictions to be declared. Therefore, if you are successful you will be required to complete an online Disclosure and Barring Service (DBS) application which is completed at the school. Details will be issued with your conditional offer of employment.  Note: A DBS Declaration Form (SD2) will be issued to all shortlisted candidates which will need to be completed and brought to the interview in a sealed envelope.  Note: If you are successful and have signed up with the DBS Update service you will need to present the HR Manager with your original DBS certificate and give written consent for the HR Manager to check your DBS status since the issuing of your DBS certificate.  Note: If you do disclose a positive DBS, you will be required to discuss the details in full with the HR Manager, who will then complete a DBS Risk Assessment and liaise with the Headteacher on whether the appointment can be formalised or whether the conditional offer of employment has to be withdrawn. Careful consideration will be given in such circumstances and further professional guidance may be sought. The Headteacher’s decision is final. |

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| REFERENCE REQUESTS |
| In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift response. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your current Headteacher or Chair of Governors.  Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  References will not be accepted from relatives or from people writing solely in the capacity of friends.  In addition, at least 5 years employment history will need to be evidenced. |