



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



OFFICE AND COMMUNITY ENGAGEMENT MANAGER

NJC Grade SO2 Scale Points 26 – 28

Actual Salary £33,846.51 - £35,546.10 Per Annum

Term Time Only + 16 Days

Permanent

Required from July 2026 (or as soon as possible)



OFFICE AND COMMUNITY ENGAGEMENT MANAGER

Location: Prince Henry's Grammar School

Contract: Permanent
Full Time (Term Time Only + 16 days)

Closing Date: Thursday 28th May 2026

Selection Day: Friday 5th June 2026

OFFICE AND COMMUNITY ENGAGEMENT MANAGER

Thank you for your enquiry regarding this post.

Please look on the school's website www.princehenrys.co.uk for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Administrator at the school:

hrs@princehenrys.co.uk

The closing date for applications is **Thursday 28th May 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and it is anticipated that interviews will be held on **Friday 5th June 2026**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a tour of the school, a written or data task, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check. Shortlisted candidates are also subject to a basic online search in line with the current KCSiE policy.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, disability, pregnancy/maternity, gender identity or gender transition.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

The post of Office and Community Engagement Manager brings together two key areas of our work as a school: management of the day-to-day operation of our busy main school office and the continued development of our role as a school at the heart of our local community.

This unique post provides opportunities to be creative, strengthen further our relationships with the wider community and build new partnerships. This includes maximising the use of the school as a community resource as well as seeking further opportunities for our students to engage with local organisations.

Working under the leadership of the Assistant Headteacher: Community and Ethos, the postholder will manage the school's community engagement strategy, including:

- Management of the Community Education Programme
- Marketing, publicity and external communications
- Wider parent/carer and community engagement and relationships
- Community-based opportunities for students, including specific projects
- Letting of school premises, including the Chippindale Pool and Community 3G Pitch

Main School Office

The post includes line management of the main school office team, currently comprising:

- Admin Officer: Governance, Cluster Support and Educational Visits Coordinator
- Admin Assistant: Front of House
- Admin Assistant: Sixth Form and Celebrating Success
- 2 x Admin Clerk: Curriculum Support Assistant (based in a separate office)

The main school office also serves as the base for the Attendance Team, which is line managed by a senior leader.

Community Education Programme

For almost three decades, Prince Henry's has run its own independent programme of evening courses for local people. This highly regarded provision attracts some 500 learners of all ages to one of 30+ classes which run on Monday – Wednesday evenings and include a broad range of languages, hobbies and wellbeing courses. The past couple of years have also seen the introduction of one-off Saturday daytime workshops.

This post is term-time only, plus 16 days. The additional days relate to:

- Three days to be worked over a series of (approximately) seven evenings in the month of September
- Seven days during the summer holidays (including GCSE results day in late August)
- Two staff training days
- Four days to be worked across the year as needed, in agreement with the line manager

In addition, the postholder will be required to work up to three Saturdays across the year to cover daytime Community Education workshops and/or other community events, for which either additional payment or time off in lieu can be claimed.



ABOUT COLLABORATIVE LEARNING TRUST

Currently, the Trust comprises of:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons Primary School, Otley, Leeds (*expected to join June 2026*)

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance).

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career.

We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. Our well-being charter defines well-being as "The State of being comfortable, healthy and happy". We understand that the responsibility for well-being is shared across all members of our community and it aligns perfectly with the values of our Trust.

One of the many ways we implement this is through our fantastic employee benefits, which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's, John Lewis, or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12-month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

INFORMATION ABOUT PRINCE HENRY'S GRAMMAR SCHOOL

Prince Henry's is an over-subscribed comprehensive school with over 1640 students, including around 350 in the Sixth Form. We are proud of our school, students, staff and community and were delighted to have our Ofsted report from November 2024 endorse our strengths in judging us 'Outstanding' in all areas. Regardless of our current success, we strive for the continuous improvement of our educational provision so that our students are fully prepared for 21st century society. We serve the market town of Otley (in the Wharfe Valley) and the surrounding villages including Pool, Bramhope and Adel. The Wharfe Valley is a wonderful region in which to live and work. It is close to areas of outstanding natural beauty, yet also benefits from good transport links to key towns and cities across the country.

Prince Henry's Grammar School has a rich history dating back to its Royal Charter of 1607 and to this day the school remains at the heart of the local community. We work hard to maintain strong links, for example through community use of our sporting facilities and our provision of an extensive Community Education Programme.

High standards, in both the academic and broadest sense of the word, continue as the underlying principles of all that we do. Our behaviour and achievement policy, known as Positive Discipline, is central to this. The system rewards students for what they do well, whilst also providing a framework within which misdemeanors are challenged and sanctioned in a consistent manner. This results in the extremely positive attitudes to learning that exists amongst our students. Prince Henry's is an enjoyable place to work and learn and we aim to appoint colleagues who shares our commitment to high professional standards.

Our focus on equality and diversity has a significant impact on the philosophy and operation of the whole school. An international perspective is evident in all areas of school life and all colleagues are expected to deal with issues of global citizenship and equality through their role in school. Typically, over 500 students take part in one of a dozen or more foreign trips and exchanges each year.

Our commitment to promoting equality and celebrating diversity lies at the heart of our vision, and we have received national acclaim for our work in this respect. The school holds the highest level of the Stephen Lawrence Education Standard and has supported several other schools to develop their own inclusive practices through the RED Award developed internally.

Extra-curricular and enrichment provision is rich and varied. There are strong sporting traditions (including rugby, netball, hockey, athletics and swimming) and considerable interest in outdoor pursuits through a successful Duke of Edinburgh Award programme. Music, drama and a variety of other activities also flourish. Governors and trustees are keen to appoint staff who will support the vibrancy of our school.

For further information about Prince Henry's, including details of the current curriculum offer, please see the school website www.princehenrys.co.uk and the school's prospectus documents [here](#).

INFORMATION FROM THE HEADTEACHER

Dear Prospective Applicant,

We would like to thank you for your interest in applying for this post at Prince Henry's Grammar School.

Of particular interest to new members of staff is the emphasis placed on high quality professional development. Prince Henry's is a strategic partner in the Red Kite Teaching School Alliance and as such we work with our partners to develop and deliver high quality CPL to staff in our own school and across the region. This ensures good access to development opportunities for our teaching and associate staff.

A number of services and benefits have been developed including such things as free coffee/tea at break time, parking, annual flu vaccinations, access to Cycle to Work and Computer schemes, corporate gym membership, staff takeaway meal service through Henry's Diner, long service awards and social events organised by the Staff Committee. There is also an opportunity for the children of staff to access the excellent education available at Prince Henry's in line with the Admissions Policy.

Over recent years the already strong educational provision at Prince Henry's has improved even further, and consequently the reputation of the school. As a result, Prince Henry's has grown in size, including significant growth in the sixth form. Despite the school's achievements, governors and school leaders are not complacent, and seek to employ staff with the ambition, knowledge and skills to contribute to further improvement in this larger than average comprehensive school.

This is an exciting time to join a forward-thinking and ambitious school. Having been judged as 'Outstanding in all areas' from Ofsted (November 2024), our focus is on maintaining the exceptional offer and experience whilst pushing ourselves even further to ambitious levels. This includes the offer of CPL which includes leadership development and bespoke packages, and the opportunity to be outward facing with other schools within the Trust and alliances of which we are a member.

We hope that after reading the information about this vacancy you will want to apply. Please clearly describe your relevant skills and abilities, knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for your chosen post. We look forward to receiving your application.

Yours faithfully

Sally Bishop
Headteacher



JOB DESCRIPTION: OFFICE AND COMMUNITY ENGAGEMENT MANAGER

Name:	
Job Title:	Office and Community Engagement Manager
Salary Grade:	NJC Grade SO2 Scale Points 26 – 28 Actual Salary £33,846.51 - £35,546.10 Per Annum
Contract Type:	Permanent Term-time only + 16 days
Responsible to:	Assistant Headteacher: Community and Ethos
Normal Working Hours:	8.00am – 4.00pm (30 minutes for lunch) - Mon-Thurs 8.00am - 3.30pm (30 minutes for lunch) - Fri

PURPOSE OF ROLE

To manage the daily operations of the main school office/reception, ensuring a welcoming, professional and efficient environment for students, staff, parents/carers and other visitors. To be responsible for supervising the main school office team and ensure the provision of high-quality administrative support.

To manage the school's community engagement strategy, under the leadership of the Assistant Headteacher: Community and Ethos, with particular reference to:

- Management of the Community Education Programme
- Marketing, publicity and external communications
- Wider parent/carer and community engagement and relationships
- Community-based opportunities for students, including specific projects
- Letting of school premises

The 16 additional days relate to:

- Three days to be worked over a series of (approximately) seven evenings in the month of September
- Seven days during the summer holidays (including the exam results day(s) in late August)
- Two staff training days
- Four days to be worked across the year as needed, in agreement with the line manager

In addition, the postholder will be required to work up to three Saturdays across the year to cover daytime Community Education workshops and/or other community events, for which either additional payment or time off in lieu can be claimed.

Main Duties:

Office Manager

1. To line manage, support and develop the main school office staff team

2. To ensure that all reception duties are carried out efficiently, including answering the telephone and all email enquiries
3. To manage visitor safeguarding, ensuring that school office staff complete required checks and maintain accurate visitor records
4. To coordinate the use of school facilities for meetings and events
5. To support senior leaders with administrative tasks, where required
6. To ensure that the front office is always welcoming, calm, tidy and secure, providing an excellent first impression of the school
7. To ensure compliance with GDPR and confidentiality policies

Community Education Programme

1. To be responsible for the planning and day to day management of the Community Education programme in consultation with the Assistant Headteacher: Community and Ethos
2. To deal with all matters relating to course enrolment and collection of fees including chasing missed payments/bad debtors
3. To carry out an annual review of the fees structure and explore ways of maximising revenue from the Programme
4. To act as the first point of contact for students and tutors and deal, in the first instance, with all complaints and matters of student dissatisfaction
5. To maintain accurate records, including a database of students' details and records of payments, and produce budgetary reports each term
6. To produce and monitor class registers
7. To be responsible for examination entries for accredited courses including the collection of fees for such entries
8. To be responsible for the production and arrange distribution of the Community Education brochure and all other aspects of advertising
9. To undertake appropriate market research to establish learner need in the community
10. To research and formulate proposals for new courses, systems and ways of working to ensure the future development of the programme
11. To organise the provision of equipment, materials, rooms and technology, liaising with the Executive Headteacher: Site, Health & Safety, ICT Technicians, Catering Manager and Reprographics Technicians, as appropriate

12. To assist in the recruitment of new tutors

Letting of School Premises

1. To be responsible for the administration of lettings, including the Chippindale Pool and Community 3G Pitch
2. To respond to enquiries from public and staff about use of rooms after school (and during school hours for the public), approve lettings and confirm charges
3. To liaise with the Headteacher, Executive Officer: Site, Health & Safety and Trust Director of Finance, Business and Operations and other appropriate staff regarding the use of rooms and charges
4. To maintain the relevant electronic booking systems

Wider Parent/Carer and Community Engagement & Relations

1. To support positive parent/carers and community relationships, including the management of this aspect for specific projects/developments
2. To support partnership work with local primary schools and community groups, and the work of the Otley, Pool and Bramhope Cluster
3. To coordinate community-based opportunities for students, such as participation in volunteering and community events
4. To provide administrative support for parental engagement events and activities such as surveys and questionnaires

Marketing, Publicity and External Communications

1. To manage the school's strategic marketing plan, using annual marketing budgets to obtain best value, focusing on additional income generation and access to additional funding streams
2. To promote the school through effective liaison with the media, acting as Press Officer, and through coordination of the school's use of social media
3. To manage the school website, with assistance from the Admin Assistant: Sixth Form and Celebrating Success, and ensure that it provides high quality, up to date and accurate information
4. To devise specific strategies to increase student recruitment, including post-16
5. To co-ordinate the production of the School Prospectus and Sixth Form Prospectus, working with members of the senior leadership team
6. To assist with the organisation of Open Evenings/Open Days and other external events, including the production of related documents, celebration videos etc

7. To support the Assistant Headteacher: Community and Ethos in producing and/or proof reading and/or editing the school newsletter and other relevant documents, ensuring high quality and consistency
8. To line manage, and provide effective leadership for, the Admin Clerks: Curriculum Support to ensure that the learning environment positively reflects the school vision and ethos, for example through corridor displays and celebration videos

General Duties and Responsibilities

1. To undertake a first aid training course and be part of the school's first aid team.
2. To support the school Reception with duties including:
 - Liaising with visitors to the school, including maintaining procedures for signing in/out
 - Receiving and dealing with telephone enquiries to the school
 - Providing a welcoming and efficient first point of contact for members of the public, parents/carers and students
 - Ensuring that Reception is covered over lunch breaks, in a rota with colleagues
3. To provide general admin/clerical support, including ICT tasks, where possible and as directed.
4. To undertake tasks in connection with the operation and maintenance of the school's management information system.
5. To assist in the preparation and despatch of information to parents/carers, staff and students.
6. To assist in completion and despatch of statistical returns required by outside agencies.
7. To set a good example to all students in their presentation and their personal conduct.
8. To be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate DSL.
9. To be aware of equal opportunities legislation and along with colleagues, work towards ensuring the school complies with its requirements.
10. To contribute to the ethos aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people.
11. To attend relevant meetings as required

12.To participate in the school’s Professional Growth process and develop skills further through professional development opportunities.

13.To attend whole school training events as appropriate.

To undertake any other reasonable duties as commensurate with the post as determined by the head teacher.

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed Date.....

PERSON SPECIFICATION – OFFICE AND COMMUNITY ENGAGEMENT MANAGER

Title of Post	Office and Community Engagement Manager		
Specification Prepared By	HR Assistant		
Date	May 2026		
Qualifications		Essential/ Desirable (E/D)	How identified
1.	At least 4 GCSE grades A*-C or equivalent including English and Mathematics	E	Application and Selection process
2.	NVQ Level III / A Level or equivalent	D	
3.	Relevant ICT and/or administration qualification	D	
4.	Recent relevant professional training	D	
5.	First Aid at work qualification	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience of working in a school or similar setting	E	Application and Selection process
2.	A proven track record of working effectively as part of a team	E	
3.	Experience of line management of staff	E	
4.	Experience of engagement with community-based organisations and/or initiatives	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Knowledge of school/education provision	E	Application and Selection process
2.	Thorough knowledge of general administrative systems	E	
3.	Knowledge and experience of Microsoft products including Word and Excel	E	
4.	Knowledge of safeguarding requirements for visitors and staff	E	

5.	Knowledge and understanding of effective marketing in a non-profit making organisation	D	
6.	Knowledge of basic desktop publishing/design software and/or website and social media applications	D	
7.	Knowledge of school-based Management Information Systems	D	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Strong literacy skills with the ability to produce work to a high standard	E	Application and Selection process
2.	Attention to detail and the ability to proofread documents	E	
3.	Ability to act with integrity and confidentiality	E	
4.	Ability to develop and sustain good working relationships with colleagues, students, parents/carers, governors and members of the wider community	E	
5.	Ability to manage and develop staff effectively	E	
6.	Excellent organisational, time management and communication skills	E	
7.	Excellent inter-personal / customer service skills	E	
8.	High level of ICT skills and ability to use these effectively in the role	E	
9.	Ability to comply with data protection regulations	E	
10.	Ability to analyse situations, resolve problems and think creatively	E	
11.	Ability to work under own initiative and be innovative	E	
12.	Ability to manage projects	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	Professional demeanour and appearance with the ability to maintain confidentiality	E	Application and Selection process
2.	Commitment to continued professional development	E	

3.	A personable nature to build effective relationships with parents/carers and members of the school community.	E	
4.	Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/disabilities and potential high achievers	E	
5.	Commitment to upholding the school's and the Trust's ethos, values, policies and procedures	E	
6.	Calm under pressure and solution-focused	E	
7.	Proactive, organised, and able to work independently as well as part of a team	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristics in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Appropriate motivation to work with children and young people and can relate to them	E	
3.	Commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID

2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the school	D	

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills and Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



Prince Henry's Grammar School

COLLABORATIVE LEARNING TRUST



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www.princehenrys.co.uk

Farnley Lane, Otley, LS21 2BB

A PROUD PART OF THE



**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success