

Welcome from the Headteacher



Dear Applicant

Thank you for your interest in a position within Norcot Early Years Centre. I hope that the information in this pack assists you in your application and helps you to develop your understanding of what it means to work in the Norcot community.

Norcot Early Years Centre provides an inclusive, safe, stimulating, and outstanding teaching and learning environment where everyone can achieve their individual potential. Our vision statement - **'Be kind, be fun, be you!'** - together with our values are carried through all we do at Norcot. All our staff share these beliefs and are supported by our governors.

This is an opportunity to join a welcoming and supportive staff and make a significant contribution to our important work. We provide a nurturing environment, where everyone's mental health and wellbeing is at the core. We ensure that continuous professional development is available for all our staff.

By joining our team, you will become a part of a dynamic community of dedicated and committed professionals, who enable all children to achieve their individual potential and equip them with the life skills they need for their future learning.

If you share our vision and are interested in working at Norcot Early Years Centre then we would love to hear from you. If you wish to come and visit us, please contact HR@norcot.reading.sch.uk to book an appointment.

Should you choose to apply for this position, I wish you every success.

Best wishes,

Katarina Bingham
Headteacher



Vision Statement:

'Be kind. Be fun. Be you!'

At Norcot Early Years Centre, our values of nurture, inclusion and kindness guide us to create a welcoming, stimulating and fun environment where everyone is treated as an individual. We are committed to providing meaningful opportunities and to celebrate diversity. We ensure every child can learn, grow, feel valued and belong

Recruitment Information Pack

We are looking to recruit a

Team Leader (level 3)

We are open 8am to 6pm each week day

Norcot Early Years Centre is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be sought through the Criminal Records Bureau as part of our safer recruitment checks.

Contents:

Information about Norcot Early Years Centre

Link to our Safeguarding Policy

<https://www.norcotearlyyearscentre.co.uk/other-centre-policies>

Link to our Centre Development Plan

<https://www.norcotearlyyearscentre.co.uk/>

Link to our Norcot Cultural Capital information

<https://www.norcotearlyyearscentre.co.uk/cultural-capital>

Job Description and Person Specification

Application Form

Privacy Statement

Guidance Notes

Information about Norcot Early Years Centre

Norcot has a dedicated and passionate group of staff who are qualified or have relevant experience in accordance to Ofsted requirements and every member of staff has an enhanced Disclosure and Barring Service check. Treating each child as an individual, the staff promote independence by supporting play and learning in a safe but exciting environment in order to allow each child to explore their abilities and achieve their individual potential.

Norcot Early Years Centre is housed across three buildings with extensive and exciting garden areas and is home to a Nursery School and Day Care:

Nursery School: A Local Authority Maintained nursery offering government funded places under 15-hour, 30-hour and 2yr old eligible entitlement as well as full wraparound care for those who are 3 years old and over.

Butterfly Room is our high needs resource base for children who have a range of additional learning needs including speech, language & communication, sensory processing, cognition and learning and social communication.

Waterside Day Care: A purpose-built Day Care providing high quality care and education for children between the ages of 3 months and five years.

EYFS (Early Years Foundation Stage)

Children learn skills, acquire new knowledge and demonstrate their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development

These prime areas are those most essential for children's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan children's learning and activities. The professionals teaching and supporting children will make sure that the activities are suited to children's unique needs. This is a little bit like a curriculum in primary and secondary

We welcome a visit to the Centre, please contact the office to arrange a convenient time/date. Please see details below:

Nursery Early Years Centre, 82 Lyndhurst Road, Tilehurst, RG30 6UB

Tel: 01189375577 for Nursery School

Tel: 01189375677 for Waterside day care

Email: HR@norcot.reading.sch.uk

Website: www.norcotearlyyearscentre.co.uk

Applications will be considered upon receipt. The advert may close early if we appoint a suitable candidate. We recommend you apply as soon as possible if you are interested in the post, rather than wait until the closing date.

The most important part of any application form is the personal statement. This gives the interviewing panel a full picture of your understanding of the role and examples of your work. Reference should be made to the job description and person specification; the guidance notes also give good pointers on how to complete your statement – please see point 7 on the attached guidance notes.

We look forward to hearing from you!

JOB DESCRIPTION

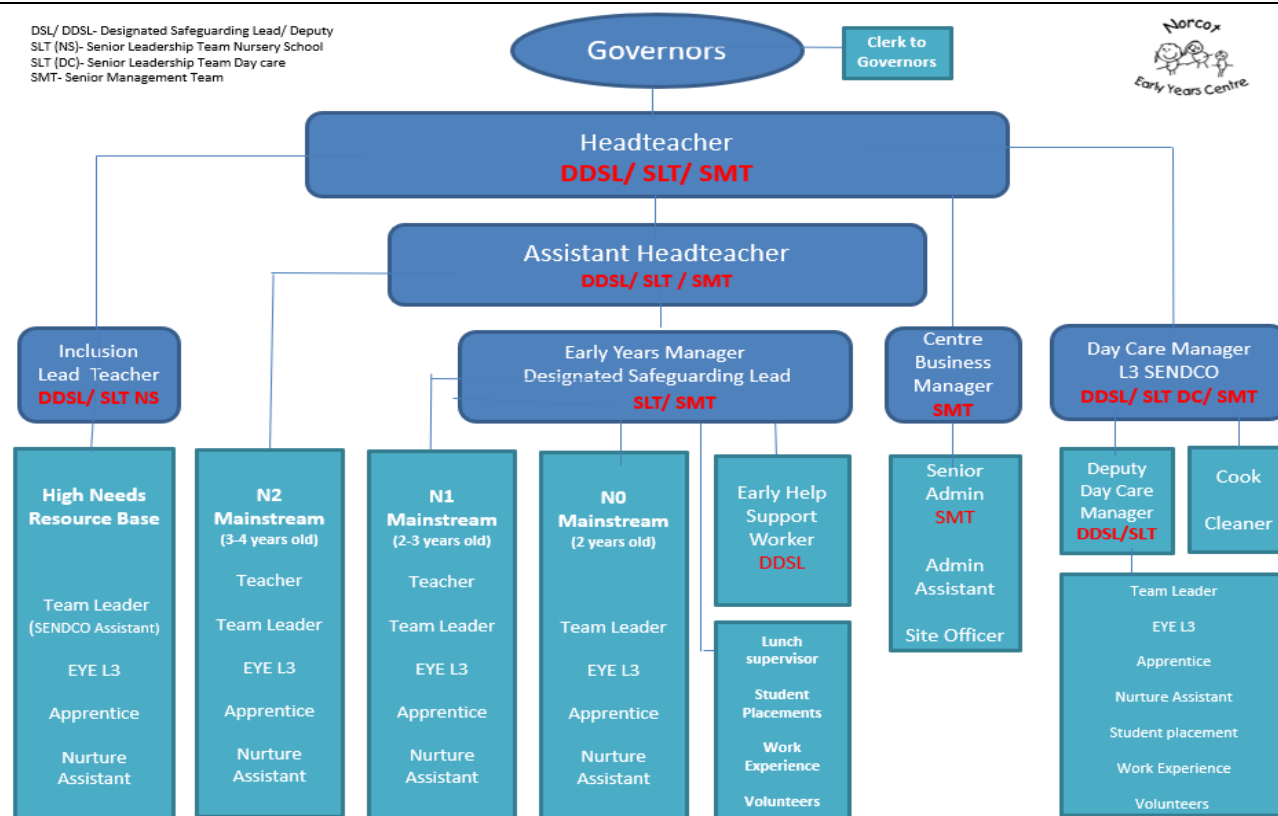
READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: Norcot Early Years Centre
Job Title: Team Leader	Grade/Salary Range: RG4m (scp 19-22) T1187 RG5b (scp 22-25) T1188

JOB PURPOSE

- To be responsible for the day-to-day management of a room and to model and encourage good practice to adults and children.
- To follow the guidelines of the EYFS and implement it effectively ensuring all staff adhere to best practice.
- Together with management, ensure that all required standards, ratios, and conditions of registration are maintained at all times within the room.
- For Waterside - to assist with the overall running of the nursery in the absence of management.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- In Waterside Day Care, the post reports to the Day Care Manager/Deputy
- In the Nursery School, the post reports to the Headteacher/Assistant Headteacher/Early Years Manager In the Resource Base, the post reports to the Inclusion Lead



MAIN DUTIES AND RESPONSIBILITIES

- Promote the health, safety and welfare of the children in the Centre at all times.
- Demonstrate a thorough understanding of, and ability to follow, all relevant OFSTED and Centre policies and procedures.
- Organise safe, secure, and stimulating environment for a range of activities **which promote children's development**
- Use initiative to ensure the smooth running of the activities taking place.
- Assist with the meeting of all children's hygiene requirements.
- Interact appropriately with the children at all times, in all environments and all weathers: being at their level, which may include working on the floor.
- Model positive social interaction, play, and provide exciting, inclusive learning experiences.
- Participate in staff meetings called by the Head/Assistant Head Teacher, SENCO, Day care Management including discussing curriculum and projects and the smooth running of the Centre.
- To undertake any other reasonable duties instructed by the relevant line manager.
- To contribute to Centre Development Plan for developing the Centre's services and practice.
- To work collaboratively with all staff including Apprentices, students, casual staff and volunteers.

Team Leader Responsibilities

- To model positive social interaction and play and to provide exciting learning experiences.
- To lead room meetings and ensure that room planning and relevant paperwork is completed.
- To lead the team to ensure that the routine is followed and children's needs are met.
- To liaise and work with other outside professionals with regard to supporting children/families.
- To support staff when having more difficult/delicate discussions with families.
- To have an understanding of staffing and be more able to manoeuvre staff to ensure the legal ratios are met at all times.
- To support staff wellbeing and report any concerns to Headteacher/Assistant Headteacher/ EY Manager/Day-care Manager/ Deputy To undertake any other duties as instructed by the Headteacher/Assistant Headteacher/ EY Manager/Day-care Manager/ Deputy

Day Care

- To show a good knowledge of the running of day care and to be able to give a detailed and insightful tour of the day care building to prospective parents/carers in the absence of day-care manager/deputy.
- To be the person in charge in the absence of the Day Care Manager/Deputy Manager.
- To assist in day-to-day administration of the Centre including; answering the phone and taking messages.
- To be flexible and willing to stay beyond shift times to cover any absences to maintain ratios.
- To be responsible for opening/closing Waterside building when required to do so.

Nursery/Resource Base

- To approve Tapestry observations completed by other members of the team in a timely manner.
- To work with Inclusion Lead and contribute to any relevant paperwork, such as exceptional funding, Resource base applications, EHCP, CAMHS questionnaire etc
- To ensure external advice given by professionals such as O.T and SALT is followed.
- To work with Teachers to contribute towards planning
- To put in orders for resources for teaching and learning as well as consumables linked to planning.

Child Development and Curriculum

- To understand and follow the revised Early Years Foundation Stage curriculum
- To positively encourage and support children in celebrating festivals and activities from their own and other cultures.
- To ensure the Learning environment inside and outside is exciting and stimulating.
- To model high quality teaching and learning.
- To meet the diverse needs of the children.
- To ensure all children within room currently not working on track have next steps/targets set and followed.
- To ensure all children on SEND register have termly PEP/EHCP reviews and that these are shared with the parents, checking that this is completed by all staff in your team.

Keyworker Responsibilities

- Take responsibility for a group of key children, including planning to support their development and maintaining their records.
- To complete observations on Tapestry and upload wow moments.
- Record children's progress and achievements, providing evidence of attainment as required.
- Complete, review, and implement PEPs (Personal Education Plans) for children as required (plan, do, review).
- Complete, review and implement Behaviour Plan as required.
- Write progress reports, 2-year-old checks, transition document and leavers 'reports as appropriate.
- To meet with families and share information during progress meetings.
- Contribute and follow Health Care plan and administer medicine, as required
- Monitor and record children's wellbeing using tools such as Leuven scales, being alert to signs of trauma or ACEs.
- Liaise with internal and external professionals contributing to reports, attend the meeting, as necessary
- To complete termly assessment for children and identify children who are not currently on track and do action plans/set targets

Safeguarding

- To attend Universal Safeguarding training and refresher training every 2 years.
- To know where to find Children's Single Point of Access contact details and know they can make a referral or contact for advice.

- To be able to report information on CPOMS.
- To adhere to the Safeguarding policy and Keeping Children Safe in Education appendix at all times, to know who the DSL and DDSL's (Designated Safeguarding Lead / Deputy Designated Safeguarding Lead) are and report concerns.
- To ensure the Safeguarding policy is read, understood and implemented in line with the latest updates.
- Have a good understanding of Prevent and undertake regular refresher training.

Equality, Diversity, and Inclusion

- Demonstrate inclusive practice at all times, in line with the Equality Act 2010.
- Encourage and support children to celebrate festivals and activities from their own and other cultures.
- Take account of children's interests, language, and cultural backgrounds when planning and delivering activities.
- Ensure all children and families are respected and their needs met, regardless of gender, race, disability, religion or belief, or sexual orientation.
- Challenge stereotyping, prejudice, and discrimination.
- Reflect diverse family structures and cultures in resources and curriculum

Family Engagement

- Greet, communicate and liaise with families daily, building positive relationships.
- Support families in understanding their child's development and learning needs.
- Know family needs: support and offer advice; seek extra support if necessary.
- Plan and carry out meetings and share information about their child's progress and the next steps
- Plan and carry out home visits, and inductions with families

Professional Development

- Attend and participate in all CPD sessions, INSETs, and relevant training courses.
- Take responsibility for own professional development, keeping up to date with current educational practices, health & safety, and safeguarding.
- Reflect on practice regularly, knowledge through self-evaluation and learn from feedback and others.
- Share knowledge both existing and gained through daily practices, team meetings and trainings and disseminate to other staff.
- To attend external meetings and share information to ensure staff are up to date.

Centre Development and Teamwork

- Follow Centre vision, value, aims and ethos
- Share knowledge and good practice with colleagues
- Participate in staff meetings and curriculum discussions.
- Work with trainees, students, placements, casual and agency staff.
- To assist with and attend fundraising events for the Centre.

Health and Safety and Administration

- Comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards is up to date.
- Read and implement all risk assessments and complete confirmation survey.
- To ensure children's accident/incident forms are completed and shared with parents

- To ensure medication administration forms are completed by parents and information is shared with other members of the team
- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards is up to date.
- To care for, maintain and clean the nursery environment and play equipment, ensuring that communal areas such as toilets, kitchen and laundry are always clean and in order. This is a shared responsibility with all staff.
- To report maintenance issues, in accordance with the Centre policy.

ICT and Data Protection

- Use ICT systems, including Tapestry, for communication, report writing, and record keeping.
- Follow GDPR and data retention guidelines and legislations, maintaining confidentiality at all times.
- Report all concerns to an appropriate person

Gateway criteria for progression to RG5 scp 22-25

- To have an understanding of and take budget implications into consideration when planning staffing and booking in cover staff – applying ratios and ensuring that these are met with high quality staff in the most affordable way to ensure best value for money.
- To conduct 1:1 supervision meeting and carry out appraisals for some members of their team
- Ensure all staff in your room maintain consistently high standards of practice that promote children's learning, development, and wellbeing.
- Carry out observations on staff members within your team and develop solution focused plans to improve practice.
- Regularly review updates to the Early Years Foundation Stage (EYFS) statutory framework, and make recommendations to meet local and national changes in early years practice. For example, considering how Norcot will respond to Ofsted's new 5-point grading system (Exceptional, Strong standard, Expected standard, Needs attention, Urgent improvement) and evaluation areas, or transparency of Nursery Grant funding guidance.
- Working towards further qualifications to enhance knowledge and skills/Possess NVQ Level 4 or Equivalent.

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

PERSON SPECIFICATION

Reading Borough Council	Department/Directorate:
Job Title: Team Leader	Post Reference No:

Qualifications/Education/Training

- NVQ level 3 (or equivalent) in Early Years Education (essential)
- Evidence of ongoing professional development. e.g., Level 4/5 (desirable)
- Willingness to attend all core training needed for role including Paediatric First Aid, Food Hygiene, Level 1/2 Health and Safety, Safeguarding Training.

Experience:

- Extensive, level 3 qualified experience of working with under 5's in Early Years Settings in a supervisory level
- To have experience with working with external agencies including completing relevant paperwork.
- Previous experience as a Room Leader/Team Leader

Skills and Abilities:

- To have a working knowledge of supervising staff within a room setting.
- To be an outstanding practitioner with good working knowledge of the EYFS who is prepared to motivate children to ensure they meet their full potential.
- To be responsible and competent in dealing with management issues such as parent and staff queries and concerns, sensitive matters including Safeguarding Children and supporting families.
- To be able to demonstrate a good understanding of child development.
- To have knowledge of current legislation in relation to childcare.
- To be able to meet the diverse needs of the children and ensure inclusive practice.
- To be able to plan activities to follow the curriculum and ensure children reach their full potential.
- To have good communication skills both written and oral.
- To be willing to undertake training as and when required
- To have good administrative skills.
- To have an understanding of current Health and Safety legislation.
- To have experience of being a key worker for children.
- To take a lead with planning and delivery which supports good progress for children within the setting.
- Day Care: To be the person in charge in the absence of the Day Care Manager/Deputy.

Specific Working Requirements:

Privacy Notice For Application Forms

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) was incorporated into UK law as retained EU law and is now known as the UK GDPR. The UK GDPR operates alongside the Data Protection Act 2018, which supplements it by setting out additional provisions on matters such as the processing of personal data in specific sectors, exemptions, the powers of the Information Commissioner, and enforcement. The Data (Use and Access) Act 2025 further amends both the UK GDPR and Data Protection Act 2018 to modernise UK data protection rules and clarify certain rights and obligations. The GDPR continues to apply within the EU and to organisations that process personal data of individuals located in the EU.

This privacy notice applies to all job applicants. Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects this Information

Norcot Early Years Centre is a “data controller” of personal data and gathers and uses certain data about you. This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit:

- Data about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;

- Data regarding your academic and professional qualifications;
- Data regarding your criminal record, in a criminal records certificate (CRC) or enhanced criminal records certificate (ECRC) as appropriate;
- Your nationality and immigration status and data from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence; and
- Data relating to your health.

How We Collect this Information

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the Disclosure and Barring Service (DBS).

How and Why We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- For reasons of substantial public interest, such as for equal opportunities monitoring;
- To establish, exercise or defend legal claims;
- Where it is necessary to protect your vital interests (or those of another person) and you are unable to give consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- HR advisors and professional advisers;
- The DBS to carry out background checks where legally required;
- Recruitment and supply agencies;
- Our Local Authority in order to meet our legal obligations for sharing data with it;

We may also need to share some of the above categories of personal information with other parties, such as our legal or professional advisers. Where possible, information will be anonymised, but this may not always be feasible.

All recipients are required to handle personal data securely and only for the purposes for which it was shared. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

We keep the personal data that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your data will depend on whether your application is successful and you become employed by us, the nature of the data concerned and the purposes for which it is processed.

We will keep recruitment data (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised or anonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment data that is necessary in relation to your employment.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. This can be found on our website.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on our website.

Automated Decision Making

Norcot Early Years does not make decisions about job applicants based solely on automated processing. All recruitment and selection decisions involve meaningful human review.

If this position changes in the future (for example, if we introduce automated screening or scoring tools) we will update this notice and provide you with information about the logic involved and your rights in relation to such processing.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.

- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact our Headteacher – head@norcot.reading.sch.uk in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Headteacher – head@norcot.reading.sch.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Headteacher – head@norcot.reading.sch.uk in the first instance. We will acknowledge receipt of your complaint within 30 calendar days, and we will investigate and respond without undue delay. Further information about the way we handle data protection complaints can be found in our Data Protection Policy, available on our website.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by head@norcot.reading.sch.uk, then you can contact the DPO on the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk

Should you remain dissatisfied with our response, you also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new privacy notice when we make any substantial changes. We may also notify you in other ways from time to time about the processing of your personal information.

GUIDANCE NOTES

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form *attached to the particular vacancy to ensure you are completing the correct one, and that you complete it* as fully as you can. If applying for a school vacancy please contact the school for an application form and pack, as they are specific. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

[If you are responding via e-mail, please return your completed application form to the e-mail address that appears on the advert for the job you are applying for.](#)

PLEASE NOTE: If you are shortlisted for interview, you will be asked to sign the declaration on your application form and declaration of convictions at the interview.

What happens next?

- A panel of at least two people will select a shortlist, based on the information provided on your application form.
- Shortlisted candidates will be invited for interview and advised of any special arrangements, tests or presentations for the interview.
- If you have not heard from us by the interview date, please assume you have been unsuccessful. If you would like feedback on why your application was unsuccessful please contact us.

It is the policy of Reading Borough Council to request references for all shortlisted candidates before the interview, unless requested otherwise. One of your referees **MUST** be your current or most recent employer.

No offer of employment will be made without the receipt of two satisfactory references and medical clearance.

Right of Appeal

A copy of our Equal Opportunity and Fair Treatment Policy is contained on our website. If you feel you have been discriminated against for any of the reasons set out in this document, please let us have written details of your complaint within 10 working days. This should be addressed to:

Head of Human Resources, Reading Borough Council, Civic Centre, Reading. RG1 7AE

COMPLETING THE APPLICATION FORM

(a) General Information

- (1) Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- (2) Please use **black ink** or type your application form – this helps when the applications are photocopied.
- (3) **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.

- (4) Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
 - (5) The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
 - (6) If you wish to include additional sheets to support your application, please do so, ensuring that they are fixed securely to the application form. Please make sure you mark each sheet clearly with your application form number and the job reference number, but **not** your name, as personal information is kept separate during the shortlisting process.
 - (7) Please return the application form by the closing date advertised.
 - (8) Candidates with a disability who can show that they meet the minimum requirements of the person specification are guaranteed an interview.
- (a) The Application Form
- (1) **Personal Details** – In accordance with the 1998 Data Protection Act, the information you provide on the application form will be used solely for the purpose of the RBC recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable. If you have a personal e-mail address and would like us to contact you by this method please provide your address clearly in the space provided.
 - (2) **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
 - (3) **Recruitment Monitoring** – Reading Borough Council operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
 - (4) **Asylum & Immigration Act 1996** – Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission be in the UK and that permission does not prevent them from taking a job; or the person comes into a category where employment is allowed.
 - (5) **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualification at a later stage.
 - (6) **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
 - (7) **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.

Some key words that may be in the person specification are:

Experience: What have you already done – where, when and how long?

Knowledge: What do you know and how do you apply what you have learnt to your present job or the one that you are applying for?

Ability/Skills: What can you do?

Managerial and Supervisory Skills: What responsibility have you had for people or particular areas of work?

Clerical and Administration: Have you got experience of filing, photocopying, office administration?

Numeracy: Can you deal with figures or use a spreadsheet? Are these skills at a basic, intermediate or advanced level?

Literacy: How good are you with words? What experience have you had in writing letters, reports, memos etc.

Information Technology: What experience have you had of computers, word processing, spreadsheets etc?

Interpersonal: How well can you deal with people on a one to one basis, teams or in a group etc? What are your organisational skills and dealing with deadlines like?

Communication: Tell us about your communication skills – presenting, persuading, negotiating, counselling, selling, use of other languages etc.

- (8) **Relationship with Council/Councillors** – Canvassing of Councillors or officers in relation to this appointment will disqualify you.
- (9) **Disclosure of Criminal Convictions** – You will be required to complete a Declaration of Criminal Convictions and you should return this with your application form. The type of form will depend on the post for which you have applied.

The following posts are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 2001 and you will be required to provide a list of all convictions, cautions and reprimands and also undertake a Disclosure check:

- Posts, which provide accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training to people aged under 18. This includes teachers, caretakers, youth workers, social workers.
- Posts which provide services to elderly people, those with a mental illness or learning disability, physically disabled people, alcohol mis-users, drug mis-users or the chronically sick
- Health service appointments
- Posts which involve the administration of justice e.g. police officers
- Certain professions which have legal protection e.g. lawyers, doctors, dentists, nurses, chemists and accountants
- Posts where national security may be at risk e.g. in the civil service

A **Disclosure** is a document containing information held by the police and government departments. It can be used by employers make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office.

You may be asked to complete or obtain one of the following Disclosures:

Basic – this will show all convictions which are not ‘spent’ under the Rehabilitation of Offenders Act (ROA) 1974 and can be obtained directly from the CRB.

Standard / Enhanced – you may be asked to complete an application form for a Standard or Enhanced Disclosure because you will be working with children or vulnerable adults; or will be working in an establishment that is wholly or mainly for children or vulnerable adults, or will be working in healthcare; or have applied to be a foster carer, adoptive parent or childminder. There are also a number of other specified positions and professions for which a Disclosure can be required.

Standard Disclosures contain details of all convictions on record (including ‘spent’ convictions – i.e. those that happened some

time ago and normally no longer need to be revealed as specified in the ROA 1974) plus details of any cautions, reprimands or warnings. For positions involving 'working with children' also giving information contained on a government department lists people considered unsuitable to work with children.

Enhanced Disclosures are for posts involving greater contact with children or vulnerable adults such as a social worker, care assistant. All Enhanced Disclosures involve an extra level of checking with local police force records in addition to checks on the Police National Computer (PNC) and the government department lists.

You will be sent directly the results of your check by the Bureau and this will be copied to the Council.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- (a) The responsibilities of the position,
- (b) The vulnerability of children or adults supported,
- (c) The nature of the offence(s),
- (d) The circumstances of the offence(s),
- (e) The number and pattern of offences (if there is more than one),
- (f) How long ago the offence(s) occurred,
- (g) The age of the offender when the offence(s) occurred.

Information received from the Bureau will be kept in strict confidence. Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If you already have a Disclosure and would like to use it for a second position please notify the Recruiting Manager. When making this decision they will take into account the length of time that has elapsed since the Disclosure was issued; the level of Disclosure; the nature of the position for which the Disclosure was issued; and the nature of the position for which you are now applying.

A copy of the Criminal Record Bureau's Code of Practice is available from the HR team.