We aim to attract and recruit only the best skilled and committed people in order to fulfil our mission and strategic objectives.

We have a strong commitment to working towards the implementation of equality of opportunity in our recruitment and selection processes and will not discriminate against any applicant on grounds of race, religion, gender, disability, age or sexual orientation.

We aim to ensure that the process is as objective and fair as possible.

You should have received an information pack containing the following documents:

* Job description and success criteria
* Application form
* Equal opportunities monitoring form

**Rehabilitation of Offenders Act 1974:** This ensures that anyone convicted of a criminal offence is not permanently disadvantaged in the job market. In essence, people are given another chance. Please see other notes on this subject on the Application Form under the heading CRIMINAL CONVICTIONS.

**Prevention of illegal working:** Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is subject to immigration control unless he or she is entitled to be employed in the UK. We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK before we can confirm the offer of employment.

**School Procedures:**

1. The Job Description gives an outline of the broad responsibilities and the main tasks involved in order to undertake the post successfully.
2. Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required.
3. When filling in the **work history** section of the application form please remember that all experience, e.g. minding children, voluntary work etc. can be relevant. We will check this experience carefully against the school’s pay policy in order to arrive at a correct salary assessment. Please show TLR points (formerly called responsibility points) and if you already hold a Recruitment and Retention Allowance. Show clear details of full or part-time working and the amount of part-time work eg 0.6 or 60%. Please show months as well as years e.g. from Mar ‘98 to Aug ‘00 and not ‘98 to ‘00.
4. When filling in the qualifications section please ensure that you indicate the level of any first degree qualification e.g. Honours 2:1.

5 Long listing is the initial process of matching applicants against the relevant criteria in the person specification. The panel will make judgements based on the evidence presented in your application form and attached papers in order to produce a short list of candidates for interview.  **In order to stand the best chance of success it is important that you tailor the statement in support of your application in the order shown in the person specification.** Write concisely but in enough detail***. If you do not send a statement your application is incomplete and will not be considered.***

6 Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact Naviya Azmin (extension 207) should you have any special requirements such as access to a computer, internet access, flip chart etc. Please note that disabled access is available to all parts of the building. Applications from candidates with disabilities are welcomed.

7 The decision on appointing the best candidate for the job will be taken on the basis of all the evidence made available to the panel throughout the selection process in relation to the criteria stated in the job description.

8 The appointment will be subject to two satisfactory references. Your present or most recent employer should normally be one of these referees. (It is advisable to state reasons why you may have decided not to use this person.) This person will normally be the head of the organisation. The other reference should be from someone who knows you, your work and ability well. References will be requested prior to interview.

The reference will be used to supplement the panel’s decision or to distinguish between candidates. The panel may request that further enquiries are made to either the referee and/or the candidate, where there is an omission in the reference giving rise to doubt or concern.

It is Borough policy that a reference will not be disclosed to a candidate.

There will also be medical and police checks on those appointed. It is necessary to disclose all convictions except traffic offences such as speeding or parking fines, no matter how long ago they occurred. They will not be taken into account unless there are serious implications of working with children.

9 If you are unsuccessful at the interview, you will be contacted as soon as possible, normally by mid-day on the day following the interview, and offered a debriefing by telephone by the panel host unless you request an interview.

10 It is our policy to offer travel expenses only to candidates who live outside London. Where overnight accommodation is necessary, agreement with the School Bursar (extension 305) must be obtained beforehand.

11 Job shares, where applicable, will be shown in the information pack.

12 Information is collected on all applicants via the supplementary Equal Opportunities Monitoring Form, with reference to gender, race, disability and job-share. This information will be used to monitor and review the School’s Equal Opportunities Policy.

13 If you have not heard from us about an interview by two weeks after the closing date, please assume that you will not be invited. We do not normally inform candidates not called for interview.

Thank you for applying and your interest in Swanlea School.