



**Applying for a job at**

 **Bankside Primary School, Bankside Children’s Centre or the NEPAIP**

*This school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. The Successful candidate will be subject to an enhanced Disclosure & Barring Service Check.*

*We promote diversity and want a workforce which reflects the population of Leeds*

**Thank you for expressing an interest in joining our school, the Children’s Centre or the NEPAIP. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful and we look forward to hearing from you.**

Jobs advertised for employment within either Bankside Primary School or Bankside Children’s Centre are based at Bankside Primary School, Shepherds Lane, Leeds, LS8 5AW. Bankside School manages the budget and administration for the NEPAIP, Positions for the NEPAIP are based at the NEPAIP office, building 3, 63 Leopold Street, LS7 4DA

**Making an Application**

**Application Form**

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (eg gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer. If you work in a school this should be your head teacher.

CVs are **not** accepted as part of the application process.

**Supporting information**

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Remember to sign the declaration on the final page of the application form. We accept electronic signatures, however you will be asked to sign your application if you attend for interview.

**Please submit your application via e-mail to the address shown in the advert.**

**Please clearly name your attachment with your name and the post you are applying for**

**For teaching posts:** in addition to the application

form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.

**Please refer to the advert for the closing date.**

**The Interview and Selection Process**

Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

Non shortlisted candidates will not be contacted. Unfortunately we are not able to offer individual feedback to non-shortlisted candidates.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

**Induction and CPD**

The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications

**Pre-employment checks References**

If you are short listed we will normally take up references **before** the interview date. One of your referees **must** be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, attendance record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. **Please provide a correct business email address for your referees and a telephone contact number.**

Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

**Visual Identity Documents**

Candidates attending interview are required to bring visual proof of identity with them. Acceptable documents include current valid passport, card driving licence, LCC identity pass or a document containing the PASS logo.

**Disclosure & Barring Check**

Employment at this school is subject to an enhanced check with the disclosure & barring service, checks will also be made against the Barred List. Prohibition and list 128 checks are made as appropriate.

All checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of convictions that are unspent or not ‘protected’ The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

**For short listed Candidates only - Any previous convictions, reprimands or cautions that may be subject to disclosure by an enhanced DBS should be disclosed at the interview stage**. A statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner to the chair of the interview panel. Failure to do so may negate any offer of employment following interview.

**Validation of Qualifications**

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

**Right to Work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, and should bring some original documentation to confirm eligibility to work within the UK. Photographic proof of identity will also be required.

**Medical Assessment**

A satisfactory pre-employment health check will be required for all staff before we confirm any offer of an appointment.

**Disqualification from Childcare regulations**

Candidates applying for positions that involve provision of early years (up to and including reception age) childcare during the school day and, or later years provision outside of the normal school day for children who are above reception age but who have not attained the age of 8 (for example, after school clubs, breakfast clubs) will be required to sign the disqualification regulations letter. This confirms that they have read the 2006 disqualification guidance and agreement to notify the head teacher of any reason affecting their suitability for the job.

**School Policies**

**Child Protection**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

**Whistle Blowing**

We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

**Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.

The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

**Equal Opportunities**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**GDPR and Data Protection**

The school takes the need to protect personal data seriously and has a data protection policy and data security policy in place.

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing a ‘privacy notice’ to individuals where we are processing their personal data. Only personal data that is necessary for the recruitment and selection process will be collected from candidates; this data being kept in accordance with our retention schedule. For more details, please refer to the privacy notice for candidates (attached). If you have any questions, concerns or would like more information about anything mentioned in the privacy notice, please contact our data

Protection team at: school.office@banksideprimary.org

Full details of all these policies are available from the school upon request. You can also find out more about our policies and see what’s going on at our school by accessing the school website at: [www.banksideprimary.org](http://www.banksideprimary.org)



**Privacy Notice for Job Applicants**

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK General Data Protection Regulation (GDPR) and Data Protection Act. The school takes its responsibilities under the GDPR very seriously. This notice provides details of how we collect and uses information about you.

**What is this information?**

We may collect some or all of the following information about you as part of our recruitment process:

* Name, address and contact details
* Application data and application history
* Education and employment details
* Gender, ethnicity, disability, sexual orientation and religion/belief
* Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
* References if you are invited to interview
* Right to work in the UK and supporting documentation if you are invited to interview
* Copies of qualifications if you are invited to interview

**Who uses this information?**

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

**What authority do we have to collect and use this information?**

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

* Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
* Processing is necessary for compliance with a legal obligation
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
* Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

**What is ‘personally identifiable data’ (PII)?**

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resourcesare classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

**Why do we use this information?**

We use this information in the course of recruiting members of staff.

**Who are we likely to share this information with?**

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

**How do we keep this information secure?**

Your information is stored securely on database and document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

**How long do we keep this information?**

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

**What are your rights?**

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school’s legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at dataprotection@carrmanor.org.uk .