



Note to Applicants

Online Searches following shortlisting:

As part of our due diligence, we will conduct an online search for shortlisted candidates who have accepted an invitation to interview.

This is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who are not involved in the recruitment decision. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's current and any previous names, also linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

For further information on filtering please refer to:

Nacro guidance (<https://www.nacro.org.uk/resettlement-advice-service>)

DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

We also require applicants to disclose other information that may be relevant to an assessment of their suitability to work with children. This includes information about any pending criminal proceedings against them as well as any current police or children's social care investigations in order that we can risk assess the circumstances and any potential impact on employment, particularly in relation to our duties to safeguard and promote the welfare of children.

We recognise the contribution that ex-offenders can make as employees or volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given **will be treated in the strictest confidence**. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- The age of the applicant at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned;
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose the information requested could result in the withdrawal of a job offer or, if already employed, disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro (www.nacro.org.uk). Please also note that the successful applicant will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. We will compare the information you have provided with the information in your formal DBS check.

How to Apply

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact the HR Team on 01737 924710 or email hr@ietmat.co.uk

Application Form

Please complete all the sections of the form in full, giving as much detail as possible, with a complete chronological record of your employment history since leaving school and accounting for any periods when not employed. If you were employed by a school and paid until the end of a school holiday please ensure the date of leaving is the date you were paid until. (e.g. 31 August) Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. (Electronic copies without signature are acceptable but a hard copy must be signed at interview). Please note that CVs will not be accepted. When completing your personal statement, please ensure you detail how your qualifications and experience match the requirements of the role as detailed in the role profile/person specification document.

Equal Opportunities Monitoring

We encourage you to have completed the Equal Opportunities Monitoring as part of your application. We use this information for monitoring and reporting and is collated by the HR team and is not used for any other purpose and is not provided to the hiring team/interview panel.

Shortlisting

Applications are anonymised and all personal information is withheld from the shortlisting panel to ensure a consistent and fair assessment process. Shortlisting will be completed as soon after the closing date as possible. Candidates will be contacted in the first instance by email. Please check your junk mail folder. Whilst we endeavour to update you of our decision, if you have not heard from us within one week of the closing date you should assume that you have not been shortlisted for an interview.

Interviews

Candidates may be required to deliver a lesson or presentation on a given topic, take part in both staff and student interview panels and a formal interview as appropriate for the role they are applying for. Candidates may also be required to complete a test or exercise relating to elements of the job description and criterion/criteria of the person specification.

Identity, Right to Work & Safeguarding checks

Candidates who are invited for an interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card. Candidates will be required to complete and return a Criminal Records Declaration form at the interview stage. In addition candidates must provide original qualification documents as detailed in the application form and any documents which confirm a change of name since birth. As part of our commitment to safeguarding, we will carry out full pre-employment vetting before the successful candidate is appointed, to include but not limited to, confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until two satisfactory references have been received (one **must be** from your current employer or, if you are not currently in employment, from your most recent employer). If you are or have ever been employed by a school a reference will be required from the Headteacher/Principal of that school. Character references are only accepted in exceptional circumstances and where employment references are not available.

Applicants with a disability

Trust schools welcome applications from people with a disability. If you are called for an interview, please discuss any adjustments you may require for the day of the interview with the HR Team hr@jetmat.co.uk

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

Thank you for your interest in working with our Trust school/s.