



# IPSWICH SCHOOL

## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

Please read these notes carefully before you apply for employment with us.

### APPLICATION FORM

- Applications will only be accepted from candidates completing the School's application form for employment in full. CVs will not be accepted in substitution for completed application forms.
- If application forms are submitted electronically (by email) a signed copy of the application form must subsequently be received.

### INFORMATION REGARDING DECLARATIONS

- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility varies according to the nature of the post. The job description will give more detail.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings, including those regarded as 'spent' must be declared. You should exclude those defined as 'protected' by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 as amended in 2013. Further information about this guidance can be found here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
- If you are successful in your application for employment, you will be required to complete an application for a *Disclosure* from the Disclosure and Barring Service (DBS) at enhanced level. Having a criminal record will not necessarily be a bar to obtaining this position. The School's policy on the handling of DBS information and the recruitment of ex-offenders is available on the *Vacancies* page of our website at <https://www.ipswich.school/contact-us/working-at-ipswich-school/vacancies/> or from the School if you would like a paper copy (email [hr@ipswich.school](mailto:hr@ipswich.school)).

### REFERENCES

- We will endeavour to seek/obtain references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

- Your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. In cases where both your current and previous employment did not involve working with children, your current employer will still be asked about your suitability to work with children, although your employer may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young people.

## **IMPORTANT NOTE**

- You should be aware that provision of false information is an offence and could result in your application for employment being rejected, or summary dismissal if you have been selected for the post, and possible referral to the police and/or the Department for Education.

**If you are shortlisted for interview, please note:**

## **INVITATION TO INTERVIEW**

- If you are invited to interview this will be conducted in person and it will explore your suitability to work with children. A copy of the School's current Safeguarding Children policy and addendum are provided to all applicants in the application pack and are available on the *Vacancies* page of the School's website: <https://www.ipswich.school/contact-us/working-at-ipswich-school/vacancies/>
- We will ask all candidates invited to interview to bring *original* documents confirming any educational and professional qualifications that are necessary or relevant for the post (for example, degree certificates, teaching certificates, diplomas etc). Where *original* documents are not available, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body and supplied, preferably at interview stage, and certainly prior to taking up an appointment.
- We will ask all candidates invited to interview to also bring the following *original* documents with them:
  - current/valid passport, current photo driving licence and UK birth certificate (as many of these documents as you have)
  - evidence of your right to live and work in the UK, and right to take up employment with Ipswich School in the role advertised
  - a utility bill or financial statement not more than 3 months' old showing your current name and address, or a council tax statement for the current year, or a mortgage statement issued in the last 12 months (note: we cannot accept online bank or utility statements, or mobile phone bills).
  - evidence of all changes of name (for example, marriage certificate/certified deed poll document) if appropriate.

These documents are used by us to confirm your identity and also as part of the process for applying for a DBS *Disclosure*.

## CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

If you are offered employment with us, please note your offer of employment will be conditional upon:

- Receipt of at least two satisfactory (written) references (if these have not already been received by this stage). The School must request these direct from your referees.
- Verification of your identity (in line with DBS guidance) please see the current guidance here: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>
- The correct evidence of your right to live and work in the UK, and verification of any restrictions to your right to live and work in the UK which might affect your right to take up employment with us in the post offered.
- Verification of your qualifications and/or professional status (eg QTS).
- Verification/satisfactory explanation of any gaps in your employment history.
- Receipt of a satisfactory enhanced *Disclosure* from the DBS (or satisfactory completion of a DBS update service check). Please note, to carry out an update service check we require sight of your original DBS *Disclosure* certificate (to confirm it is at the correct level for the post), your identity documents (as outlined above) and your authority to complete the online check.
- We will obtain a separate barred list check if you will start work in regulated activity before the DBS certificate is available. A risk assessment will be completed and authorised by the Headmaster in these circumstances, and the risk assessment will be reviewed regularly pending receipt of the *disclosure* certificate.
- Verification that you are not disqualified from working with children under the Childcare (Disqualification) Regulations 2018. Further information on the staff to whom these regulations apply can be found here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>
- We will check that you are not included in any list of people barred from working with children by the Disclosure and Barring Service (DBS), the TRA (Teaching Regulation Agency), or subject to sanctions imposed by any other regulatory body/organisation.
- If you have worked, or been resident overseas, we will carry out such overseas criminal records checks and confirmations as the School may require. This may mean you need to obtain an overseas criminal record check from a country you have lived/worked in. Current government guidance in relation to overseas criminal record checks can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Verification of your medical fitness, initially by completion of a declaration contained within the application form for employment, and subsequently by completion of an online medical questionnaire (provided by our Occupational Health Provider). Depending on the information declared, a telephone or face-to-face meeting with our Occupational Health Provider may be required.
- Verification of any sanctions or prohibitions from teaching in the UK and EEA and the management of Schools (S128) as appropriate.
- Satisfactory completion of a probationary period as required (the period of probation will be confirmed in your offer of employment).

## **WARNING – IMPORTANT**

If you are found to be on the DBS Barred List, or the DBS *Disclosure* shows you have been disqualified from working with children by a court; or you are found to have provided false information in support of your application; or you are the subject of serious expressions of concern as to your suitability to work with children; the facts will be reported to the police and/or the Department for Education.

## **PRIVACY NOTICE AND DATA PROTECTION**

The School's Privacy Notice (which is updated from time to time) can be found on the School's website: <https://www.ipswich.school/privacy/> or a hard copy is available on request ([enquiries@ipswich.school](mailto:enquiries@ipswich.school)). The School's privacy notice provides all the information, as required by the GDPR regulations, in relation to data collected for HR and/or employment purposes, and how the School will use, process, disclose, protect and retain that personal data.

Reviewed January 2021