



Clipstone Brook Lower School

Brooklands Drive
Leighton Buzzard
Bedfordshire
LU7 3PG

Email: office@clipstonebrooklower.co.uk
Tel: 01525 376085
Website: www.clipstonebrooklower.co.uk

Headteacher: Sarah Orr

Candidate recruitment and selection process

INFORMATION SHEET

All applications must be made on the official application form; CVs will not be accepted

Application

Complete the application form in full and return by the closing date specified, explaining any gaps or anomalies. If you do not complete your application form in full, your application may be rejected. Please provide an email address if possible.

Shortlisting

- The recruitment panel will consider your application against the criteria set in the person specification. You could be contacted to clarify points in your application.
- The panel will draw up a list of short-listed candidates.
- If you are short listed for an interview, you will be informed in writing and / or email as soon as possible after the closing date, and the interview will take place as soon as possible after short listing.

References

- If you are short listed for an interview, the recruitment panel will request references. It is our policy to request references prior to interview. You are required to sign the box on the application form indicating your consent for us to contact your referees.
 - On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the verification process.
- One of your referees must be your current or last employer/ head teacher, and one must be from a role where you worked with children (where possible).**
- If you are successful at interview, we will contact your most recent employer for a sickness absence reference.

Interview

- If short listed, you will be invited to the interview and asked to bring with you original documents proving your eligibility to work in the UK, photographic ID, and qualifications. These will be checked and photocopied before the interview starts. Your originals will be returned to you on the same day.
- Interview questions will be based on the criteria in the person specification.
- Issues relating to safeguarding and promoting the welfare of children will be explored at interview.



- If you are the successful candidate, you will be offered the post, in writing, within one week of the interview date.
- If you are unsuccessful, you will be contacted by telephone.
- You will be required to accept or decline the job offer in writing.
- The offer of employment will be subject to Enhanced DBS clearance, satisfactory references, medical clearance, qualifications and Teaching Agency checks (if applicable). This will be made clear in the offer letter.
- Your terms and conditions of service will be sent to you at the start of your employment.
- A Children's Barred List or Teaching Agency check may be performed, at the school's discretion, at any time during the recruitment and selection process (where applicable).

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.'