

ST MICHAEL'S SCHOOL
RECRUITMENT AND APPLICATION PROCESS



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is at the centre of our recruitment and employment practices, and all roles within the School carry a responsibility to uphold a culture of vigilance and professional conduct.

This Recruitment and Application Process is conducted in accordance with the principles set out in *Keeping Children Safe in Education (KCSIE)*, the *EYFS Statutory Framework*, and relevant employment and data-protection legislation.

Application Process

- The application pack contains information on the Recruitment and Application Process, the advert, the School's application form, job description, person specification, and safeguarding information.
 - Applications will only be accepted from candidates who complete the School's application form in full. A CV alone will not be accepted as an application, although a CV and/or covering letter may be submitted in support of the application.
 - To comply with safeguarding and employment legislation, candidates are required to provide a full employment and education history since leaving secondary education, including dates. Any gaps in employment must be explained.
 - As all roles at the School involve some degree of contact with children, applicants are required to provide accurate and legally truthful information. The provision of false or misleading information may result in withdrawal of an offer or dismissal if employment has commenced.
 - Candidates who require reasonable adjustments to support them through the application or selection process are invited to contact the Bursar.
-

Shortlisting and Online Searches

In line with *Keeping Children Safe in Education*, the School will carry out an online search of shortlisted candidates as part of its due diligence and safeguarding obligations. This search is intended to identify any publicly available information that may be relevant to a candidate's suitability to work with children.

Online searches will:

- Be conducted prior to interview
- Consider only information that is publicly available
- Be carried out in a fair, proportionate, and consistent manner

Any relevant information identified will be discussed with the candidate at interview, where appropriate.

References

- The School will seek at least two written references for shortlisted candidates, one of which must be from the candidate's current or most recent employer.
- References may be obtained prior to interview, particularly for roles involving direct work with children.
- All referees will be asked to comment on the candidate's suitability to work with children.
- Any discrepancies between information provided by referees and that supplied by the candidate will be explored and discussed with the candidate.

Interview Process

- Shortlisted candidates will be invited to attend an interview, which will be conducted by a panel of at least two members of staff.
- Interviews will explore a candidate's skills, experience, and suitability to work with children, and may include practical tasks relevant to the role.
- Candidates invited to interview must bring original documentation to verify:
 - Identity
 - Right to work in the UK
 - Relevant qualifications and professional status
 - Address and any change of name
- Candidates requiring reasonable adjustments to attend interview are encouraged to notify the School in advance.

Conditional Offer of Appointment

Any offer of employment will be conditional upon the satisfactory completion of all required pre-employment checks, including:

- Verification of identity and right to work in the UK
- Verification of qualifications and professional status, where applicable
- Receipt of at least two satisfactory references
- An Enhanced Disclosure and Barring Service (DBS) check, including a check of the children's barred list where appropriate
- A check to confirm the candidate is not subject to a prohibition order issued by the Secretary of State (for teaching posts)
- A check to confirm the candidate is not prohibited from participating in the management of an independent school (where applicable)
- Confirmation of medical fitness for the role

- A completed staff suitability and self-declaration form, including confirmation that the individual is not disqualified from working with children under the *Childcare Act 2006 (as amended)*
- Where applicable, appropriate overseas checks and right-to-work verification

Employment will not commence until all required checks have been completed to the School's satisfaction.

Safeguarding Responsibilities

All staff are expected to:

- Uphold the School's safeguarding and child protection policies at all times
- Act in the best interests of children and young people
- Report any safeguarding concerns, including low-level concerns, promptly and in accordance with School procedures

Safeguarding training is provided as part of induction and refreshed regularly.

Data Protection and Record Retention

The School processes personal data in accordance with UK GDPR and data-protection legislation. Recruitment records are retained securely and only for as long as necessary. DBS information is handled in line with the DBS Code of Practice.

For any queries regarding the recruitment and application process, please contact the Bursar.