

Recruitment at Wellington School

Application and Closing Date

Applications should be sent (either by post or electronically) to arrive by the designated closing time / date.

Please endorse the envelope with the title of the position you are applying for.

To enable us to give consideration to your application, please:

- Complete the application form in full and in black ink (or typewritten), ensure there are no gaps on the application form.
- Ensure your contact details are accurate and clear to read – notably email address
- Attach your curriculum vitae
- Enclose a supporting letter of no more than 2 sides of A4 (12pt font)
- As this post involves substantial access to children and young people you must give a complete list of every period of employment, including exact start and finish dates. You must also account for any gaps in your employment history.

Disclosure and Barring Service (DBS)

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.

Acknowledgment of Applications

Candidates who wish to receive acknowledgment of their application should include a pre-paid, self-addressed envelope. Electronic applications will not be acknowledged unless specifically requested.

Referees

References will only be sought for those candidates who are invited to attend for interview. Referee contact details on the application form should be completed fully including email addresses where available. One of your references must be your current employer. Open testimonials will not be accepted as the sole source of information.

Appointment Timetable

Candidates selected for interview will be notified as soon as possible. We aim to contact you within 2 weeks of the closing date if you have been shortlisted. If you do not hear from us within 3 weeks of the closing date, your application will have been unsuccessful.

Selection Activities

If called for interview you will be asked to provide evidence of identity and certificates to verify any necessary qualifications. Competence based questions will be used to explore the candidates' experience of actual situations. The interview will also include questions which explore the candidates' attitudes to young people and their safety; any discrepancies in the information provided; his or her willingness to support the welfare of students; any issues which may arise from a CRB check.

At the interview candidates will be told when they will hear the final outcome.

Eligibility to work in the United Kingdom

The Asylum and Immigration Act 1996 requires us to check that you are entitled to work in the UK. Further details of evidence you will need to provide will be given to you before your interview or before starting work with us.

Equal Opportunities

The Monitoring Equal Opportunities form (which gives details of your sex, ethnic origin and any disability) will be detached before the form reaches the selection panel and this information will not be made available to them.

The information you provide on the monitoring form will be held in confidence by the school and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable the school to carry out its equal opportunities monitoring obligations.

Wellington School is an equal opportunities employer and is committed to promoting equality and social inclusion. The school operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the school monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested on the equal opportunities monitoring form.

Applicants Who Have a Disability

We welcome applications from candidates with disabilities. We will make reasonable adjustments to the recruitment and selection process and to working conditions and the physical environment where it is reasonable to do so.

If you have given us information about a disability so that we can make adjustments to the selection process, this will not normally be passed on to the selection panel until after short listing has taken place.

Offer of Employment

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract letter incorporating the School's standard terms and conditions of employment;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory; and
- the receipt of a Disclosure from the DBS with which the School is satisfied.
- satisfactory completion of the School's Pre-Employment Health Questionnaire.
- Verification of your qualifications if applicable

Medical Clearance

All offers of appointment are subject to obtaining satisfactory medical clearance. You will be asked to complete a health questionnaire, and in some cases a more detailed questionnaire and/or medical examination may be required. If you are in any doubt about your health it is advisable not to resign from your current job before clearance is obtained.

Feedback

We welcome feedback on the quality and scope of our recruitment process.

All applicants are reminded that Wellington is a No Smoking School.