

# 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.

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

- Complete the application form in full
- Ensure your contact details are accurate and clear to read
- 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.

We will require verification of your identity, right to work in the UK and qualifications where appropriate as part of our pre-employment checks. Further details of evidence you will need to provide will be given to you before starting work with us.

## **Acknowledgment of Applications**

Due to the high volume of applications we receive we regret that we are unable to reply individually to each application. 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. Electronic applications will not be acknowledged unless specifically requested. Candidates who wish to receive acknowledgment of their postal application should include a pre-paid, self-addressed envelope.

## **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.

## **Selection Activities**

If called for interview you will be asked to provide evidence of identity. Competence based questions and some role-related tasks or activities may 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. At the interview candidates will be told when they will hear the final outcome.

## **Equal Opportunities**

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. The Monitoring Equal Opportunities form 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. The information will be used for statistical purposes to enable the school to carry out its equal opportunities monitoring obligations.

## **Applicants who have a Disability**

We welcome applications from candidates with disabilities. Please give details of any special arrangements or adjustments you would require to attend interview.

**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 which will include the satisfactory completion of a six month probationary period ;
- 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.

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