



## APPLICATION & RECRUITMENT PROCESS EXPLANATORY NOTES AND POLICY STATEMENTS

### Child Protection at St Edward's

- St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
- Job interviews will include questions about safeguarding children.

### The Selection Process

- Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, which will include an assessment of the candidates's suitability to work with children and will explore such areas as their motivation, ability to form and maintain appropriate relationships, emotional resilience and attitudes.
- The essential criteria of the person specification must be met in full. These will include qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people. Only those candidates who meet the criteria fully will see their applications taken forward.
- We will take up references on all short-listed applicants before interview. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.
- A criminal records disclosure at enhanced level via the Criminal Records Bureau (CRB) will also be required.

### Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity, qualifications and professional status where required
- A check of the DBS Barred List as appropriate
- A satisfactory DBS Disclosure
- A satisfactory check on the DoFE Prohibition Order list where required
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999), where relevant
- Satisfaction of the School's health requirement. All prospective staff are required to complete a confidential Health Questionnaire and the School may request a G.P.'s report.

### DBS Code of Practice / Secure Storage, Handling, Use & Disposal of DBS Disclosures & Disclosure Information

- As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, St Edward's complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.
- We comply fully with the DBS Code of Practice, the Data Protection Act 1998 and other relevant legislation regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.
- A copy of our written policy on these matters, and of the DBS Code of Practice, is available upon request.



## **Equal Opportunities and Recruitment of Ex-offenders**

- St Edward's is committed to the fair treatment of our staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background. We undertake to treat all applicants for positions fairly and not to discriminate unfairly on the basis of a conviction or other information revealed. Links to our policies on Equal Opportunities and the Recruitment of Ex-offenders appear on the Vacancies page of the School's website.

## **CVs**

- Please note that we cannot accept CVs alone. If you send a CV we will only consider it as supplementary information to a fully completed application form.

## **Application Form help**

- Please complete the application form as clearly as possible, using block capitals where indicated. If you have any queries regarding completion of the form, please contact our Recruitment Manager by telephone on 01865 319372, or by email at [recruitment@stedwards.oxon.sch.uk](mailto:recruitment@stedwards.oxon.sch.uk)

## **Completed application forms should be returned to:**

(APPLICATIONS FOR TEACHING POSTS)

The Warden  
St Edward's School  
Woodstock Rd  
Oxford  
OX2 7NN

(OTHER APPLICATIONS)

Recruitment Manager  
St Edward's School  
Woodstock Rd  
Oxford  
OX2 7NN

## **Qualifications and Identification Documents**

- If the job for which you are applying asks for qualifications as essential selection criteria, you will be asked to bring the relevant certificates with you if you are selected for interview. You will also be asked to bring documents with you to provide proof of your identity and to confirm that you are entitled to work in the UK.