



TRINITY CATHOLIC HIGH SCHOOL (Science & Sports College)

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Website: <http://fc.tchs.uk.net>

GUIDANCE NOTES FOR APPLICANTS

Please read the guidance notes and information carefully before completing your application form.

The Application Form

Applications will only be considered from candidates who meet the requirements set out in the Person Specification. Please ensure you relate your application to these requirements. **Please note that C.V.s will not be accepted.**

The application form plays a key part in our selection process. We use the information to decide how you meet the job requirements and whether you will be invited for interview. **We will not make assumptions about your achievements and abilities; you must, therefore, state clearly on the form how you match our requirements.**

Completing Your Application Form

On the schools vacancy webpage, you will find a Job Description/Person Specification setting out the duties of the job and the skills required. Please study the information carefully. It will help you to fill in your application form. Do not assume that the duties will be familiar to you either because you have done something similar in the past or because the job title is familiar to you. Sometimes jobs with the same title vary from one organisation to another.

You must ensure that you that you have understood the Job Description/Person Specification and are able to perform the duties listed. If you are called to interview, then issues relating to safeguarding and promoting the welfare of children will be explored, for example:

1. motivation to work with young people,
2. ability to form and maintain appropriate relationships and person boundaries with young people,
3. emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

Consider your current and previous employments – paid or unpaid, experience gained at home, in the community or through voluntary, leisure or college activities. Tell us everything we need to know relevant to the job you are applying for.

When listing your jobs ensure dates are correct and in date order and explain any gaps in your employment history.

Incomplete application forms will not be accepted or considered.

Please complete the recruitment monitoring form. This information will be kept confidential and will only be used for monitoring purposes.

Short listing and Interviews

All candidates will be assessed equally against the criteria contained in the Person Specification without exception or variation.

References



Main School Office:

Upper Site:
Lower Site

Mornington Road, Woodford Green, Essex, IG8 0TP
Sydney Road, Woodford Green, Essex, IG8 0TB

Telephone: 020 8504-3419
Telephone: 020 8504-8946

References will be obtained for all candidates prior to interview in line with Safer Recruitment Guidelines, so that any issues/concerns raised can be explored at interview.

One referee must be your current or most recent employer. Where you are not currently working with children and you have done so in the past then you must provide the name of a referee where you were most recently employed in work with children. A reference will be sought from your current/most recent employer with children and the referee will be asked about any disciplinary offences relating to children including any in which the penalty is time expired, whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

If you are shortlisted for interview any relevant issues arising from your references will be taken up at interview.

References will not be accepted from relatives or people writing solely in the capacity of friends.

Health

All job offers will be subject to satisfactory pre-medical health clearance. You will be asked to complete an electronic pre-employment health questionnaire which will be sent to the London Borough of Redbridge Occupational Health Medical Advisor. You may be asked to undergo a medical examination.

Disability

The key requirements for the job are set out in the Job Description/Person Specification. If you satisfy us that you meet the minimum requirements you will be called up for an interview.

Asylum and Immigration

All job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996. Under Section 8 of the Act it is a criminal offence to employ someone who is subject to immigration control, but who does not have permission to live or work in the United Kingdom. All successful applicants will be required to provide originals of documents identified in the Act. You will be advised of the acceptable documents if an offer of employment is made.

Code of practice for the employment of people with a criminal record.

The School follows the LBR policy and code of practise for employment of people with a criminal record (appendix 11).

The Rehabilitation of Offenders Act (1974) – Criminal Convictions

The Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits.

All posts at the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.

Safer Recruitment to Protect the Vulnerable

This post will involve working closely with children and we will require you to complete a Disclosure form, normally after an offer of appointment is made. This will be forwarded to the DBS to check for any criminal convictions.



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Protection of your Data/Information: Recruitment after shortlist/Interview

Once the recruitment process has been completed the application form and associated documents for successful candidates will be retained to form the basis of an employment record and stored safely and securely. Unsuccessful candidate's details will be securely disposed of (within 6 months) in accordance with the guidelines and erased or destroyed – unless there is a specific permission for the information to be retained for future recruitment purposes.

Need more help?

You are most welcome to contact the person named on the advertisement if you need additional assistance.

This school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

Please note that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.



Healthy Schools



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Telephone: 020 8504-3419
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