



The Selection and Recruitment Process

Advertisement:

Ralph Sadleir School job vacancies are advertised in the widest possible range of agencies and publications; examples are:

- www.ralphsadleir.herts.sch.uk
- www.teachinherts.com
- www.tes.co.uk

Job vacancies may also be advertised with our local feeder schools and schools within the Rib Valley Schools' partnership.

Application:

Please submit your Application and Person Specification Form with a supporting letter of no more than 2 sides of A4 ensuring that your letter addresses the objectives outlined in the Application Letter by the closing date within the advert.

To visit our school, please contact Miss Devine, Business Manager on telephone number 01920 821042 or email sbm@ralphsadleir.herts.sch.uk

Please return your letter & completed forms to:

Miss M Devine, Business Manager, Ralph Sadleir School, Station Road, Puckeridge, Hertfordshire, SG11 1TF.

Shortlisting:

All application forms will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications will not be accepted. Any anomalies or discrepancies or gaps in employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to short-list the applicant.

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

Applicants will be informed as soon as possible whether or not they have been shortlisted and are invited to interview. It is at this point they will be informed of the interview date.

Interview:

As part of the safer recruitment process:

- References will be obtained prior to the interview date.
- Candidates will be expected to bring the following documents to the interview:
 - Photo identification (passport or driving licence)

- One other form of identification (driving licence, marriage certificate, birth certificate)
- Proof of address (utility bill or bank statement that is dated within the last 3 months)
- In the event of name change a birth certificate and/or marriage certificate
- Certificates for all qualifications

The interview process will consist of:

- Opportunity to see the school;
- Opportunity to meet pupils, parents, governors and staff;
- One hour observed teaching lesson;
- Task / assessment (if applicable);
- Formal interview of approximately 30 minutes.

The Headteacher expects to inform each candidate by telephone that same evening to inform them of the outcome.

Conditional Offer of Appointment:

The conditional offer of appointment is subject to the following pre-appointment checks:

- The receipt of two satisfactory references
- Verification of the candidates identity
- A check of List 99
- A satisfactory Enhanced DSB Disclosure
- Verification of previous employment
- Verification of the candidates medical fitness
- Verification of the candidates qualifications
- Verification of professional status where required e.g. QTS status

Confirmation of the conditional offer of appointment, including the start date, will be sent to the successful candidate in writing together with the following forms:

- DSB Disclosure Form (online)
- Health Questionnaire Form (online)
- Bank and Personal Details Form (email)
- P46 Form if P45 is not available (email)

The successful candidate is required to complete and return the forms to the Business Manager at the address above together with a letter of acceptance for the post.

Confirmation of Appointment:

On receipt of all checks being satisfactory SERCO on behalf of the school will issue the successful candidate a contract of employment.

The school will retain personal data in the following format:

- Personnel file (paper/electronic copy and Sims.net)
- Performance Management file
- Single Central Record

Post Appointment Induction:

All newly appointed staff will undertake an induction programme to:

- Provide training and information about the establishment's policies and procedures including child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety, safe practice, health & safety etc.
- Support individuals in a way that is appropriate for the role for which they have been engaged
- Confirm the conduct expected of staff within the school
- Provide opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.