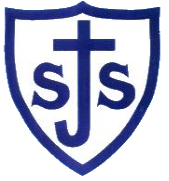


# APPLICATION PROCESS DETAILS



## Dates:

Closing date: 7 November 2022  
Shortlisting: 9 November 2022  
Interview dates: 23 & 24 November 2022

## Forms:

The Catholic Education Service Senior Leadership Application Form should be completed and received by noon on 7 November either by email or post to:

Tracy Simmonds

M: [schoolsrecruitment@bexley.gov.uk](mailto:schoolsrecruitment@bexley.gov.uk)

A: Schools HR  
Third Floor East  
Civic Offices  
2 Watling Street  
Bexleyheath  
DA6 7AT

## Flexible Working

The Governing Body welcomes applications from applicants who might require an element of flexible working.

## **Safer Recruitment**

St Joseph's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children.

## **Equal Opportunities**

St Joseph's is committed to equality and diversity in employment practice and service delivery.

## **Code of Practice on English Language Requirement**

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. St Joseph's therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

## **Guaranteed Interview Scheme for Applicants with Disabilities**

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post. We are also committed to make reasonable adjustments to our recruitment and selection processes where appropriate. This is to ensure that no candidate, whether they have a disability or not, is unfairly prevented from demonstrating their abilities and skills.

## **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020**

This 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.

Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

The post you are applying for is 'exempt' under the Act. You are therefore required to provide details of ALL current (unspent) and 'spent' convictions or pending cases, cautions bind-over orders, reprimands and final warnings including dates and sentences. In connection with this, you will be asked to complete a self-disclosure form before interview and bring this with you in a separate, sealed envelope marked 'Confidential'.

The envelope will only be opened, and the information reviewed where a conditional offer of employment is made as part of our vetting checks. All unopened self-disclosure forms of unsuccessful applicants will be securely disposed of.

You are also required to complete the declaration on the application form.

Please note:

You do not need to declare any criminal record information that is now filtered under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. This law came into force in November 2020. As a result, certain cautions and convictions are now considered 'protected' and therefore filtered from Standard or Enhanced DBS checks. Further guidance on whether a conviction, caution, final warning or reprimand is eligible to be filtered can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>.

## **What will happen if you are offered the post**

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

If you have been a resident overseas for three months or more over the past five years, or beyond the last 5 years have worked with children or young people overseas or you were born overseas, we will ask you to apply for an overseas criminal record check. The application process for criminal records checks or 'Certificates of Good Character' varies from country to country. The Home Office provides guidance on applying for criminal records checks for overseas applicants.

We will also check:

Whether you are barred from working with children in regulated activity, where relevant. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred. Whether you are disqualified under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

Whether you are prohibited from teaching by the Secretary of State preventing you from carrying out teaching work in schools. Whether you are subject to disciplinary sanctions, which were imposed by the GTCE prior to its abolition in 2012. Your qualified Teacher Learning and Skills (QTLS) status with the Society for Education and Training, where relevant; and that you are medically fit to undertake the role.

## **False Information**

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.