
Safer Recruitment Information

Thank you for taking an interest in a career at Parkstone Grammar School. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Please read the following information carefully before submitting your application. Created in line with guidance in Keeping Children Safe in Education (KCSiE)

Your Application

Please find all the information you require regarding the post in the Applicant Pack.

Application forms can be found on our school website. Please note there are different forms available for Teaching and Support Staff applications.

Please ensure you complete the application form fully, including any gaps that you may have in your employment.

Please complete the Equal Opportunities Monitoring Form, which will be detached from your application before shortlisting.

We are committed to following the Equality Act 2010 and the Disability Discrimination Act 1995 and 2005 and the fair treatment of all individuals.

Selection Process

Those candidates who meet the requirements for the post will be shortlisted and invited to interview. We will provide details of the interview via email.

If you do not hear from us by the interview date specified on the advert, please assume that on this occasion you have not been shortlisted.

Shortlisted Candidates

Applicants who are successful to be invited to interview will be asked, as per paragraph 221 of KCSiE, to complete a self-declaration of their criminal record or information that would make you unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Further information can be found here: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#). Examples include:

- If you have a criminal history
- If you are included on the children's barred list
- If you are prohibited from teaching
- If you are prohibited from taking part in the management of an independent school



- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in your country or origin or where you were convicted
- If you are known to the police and children's local authority social care
- Any relevant overseas information

We will only request this information from candidates who have been shortlisted. If this applies to you, you will be asked to sign the declaration confirming that the information you have provided is true. The purpose of the self-declaration is so that you are given the opportunity to share relevant information and allow this to be discussed and considered at interview.

We will not use the information that you provide on the self-declaration form to make decisions about job offers. If we offer you a position, we will compare the information you have provided in the self-declaration form with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

The information that you share on your self-declaration form will only be shared with those who need to know, such as the HR Manager, members of the recruitment panel, our Designated Safeguarding Lead and the Headteacher.

Please note, as per paragraph 226 of KCSiE, that online searches of shortlisted candidates may be completed as part of our due diligence checks by our Designated Safeguarding Lead. This may help us to identify any incidents or issues that have happened, and are publicly available online, which we may wish to explore with you at interview.

If you have lived or worked outside of the UK in the last 10 years for more than three months you will be required to supply the school with the relevant criminal records check(s) for time spent overseas. Please note that any cost for these checks will not be covered by the school. Further information on costs and time scales as well as contact details can be found on gov.uk

At Interview

Upon invitation to interview you will be asked to confirm whether you need us to make any reasonable adjustments in order for you to attend.

When you arrive, please make your way to our main reception and sign in with one of our reception team. You will be given a Safeguarding and Safety leaflet, which we ask you to please read and adhere to.

At interview, as well as assessing your knowledge and skills against the requirement for the role, specific questions will be asked to assess your suitability to work with children and young people.

Safeguarding

Parkstone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



As per paragraph 217 in (KCSiE), it is an offence to apply for a role that involves engaging in regulated activity relevant to children if you are barred from engaging in regulated activity relevant to children.

References

We will take up references prior to the date of interview. One of the referees you provide contact details for must be your current employer. Please ensure you provide an up to date email address for each referee. If you are applying from an education setting one of the referees must be your current headteacher.

All offers of a post are made subject to receipt of satisfactory references. Without these we will not be able to confirm any offer of appointment.

On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Right to Work in the United Kingdom (UK)

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. It is a criminal offence to employ anyone who is not entitled to live or work in the UK. Proof will be required at interview stage. A full list of required documents will be communicated via email prior to interview.

Disclosure and Barring Service Check

Any successful applicant will be required to undertake an Enhanced Disclosure and Barring (DBS) check with children's barred list information by the Disclosure and Barring Service.

Applicants for teaching posts will have their teaching record checked through the DfE and, if relevant, a Section 128 check (see below).

Secretary of State Section 128 Direction

A Section 128 Direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a Section 128 Direction is unable to:

- Take up a management position in an independent school, academy, or in a free school as an employee
- Be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school, or
- Be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities

Please see paragraph 262 of KCSiE for further information.



Recruitment of Ex-Offenders

Please see our separate policy for further details, available on our school website.

Medical Questionnaire

A satisfactory medical assessment is required before we can confirm appointment of the role. Successful applicants will be invited to undertake a pre-screening questionnaire.

If you have any questions about the information provided above, please email recruitment@parkstone.poole.sch.uk

