

How to Apply

Application Process

The application process for this role is as follows:

* Application form
* Interview

To be considered for this role you must complete the application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To submit your completed application form, please email [recruitment.sjw@schools.sefton.gov.uk](mailto:recruitment.sjw@schools.sefton.gov.uk)

The governors of St. John’s C.E. Primary School reserve the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Guidance Notes for Completing the Application Form**

**Introduction**

The Governing Body of St. John’s CE Primary School are committed to equality in recruitment, selection and during the course of employment and positively welcomes applications from all sectors of the community. The purpose of this Guidance is to give those interested in working for St. John’s CE Primary School, assistance in completing the application form, information on the recruitment, selection and appointment process, and to support fairness in access to work.

**Guidance**

Your application form plays an important part in all stages of the selection process: it is used to determine whether you will be selected for interview and acts as a basis for the interview itself. Some important points to bear in mind before you complete the form:

* Study the Job Description and Person Specification as they list the qualifications, skills, knowledge, and experience required to do the job.
* Review your own skills, knowledge and experience.
* Ask yourself if you possess the essential attributes and whether you can meet the mental and physical demands of the job before investing time and effort in completing the form.
* Make sure your application clearly shows how you meet each item of the Person Specification which is to be assessed from the application form, use examples where you can.
* Please complete the application form in full; do not send a CV instead as it will **not** be accepted.
* Keep a copy of the advertisement for future reference, it provides useful information about the job and other details such as closing date, return address etc.
* Ensure you complete a separate tailored application form for each role you apply for.

**Personal/Contact Details**

The contact details you give on the application form will be used for all correspondence regarding the post/work for which you have applied, therefore it is vital that you give the most up to date information and complete all relevant fields. Our primary method for contacting you will be by email.

**Education, Qualifications and Training**

Specify details of all formal and informal qualifications and training that you have obtained, and that are required or appropriate for the job. Please do not use abbreviations; specify the full title of the qualification.

You should also include training that you have acquired as part of a government employment/training scheme or from activities undertaken outside of work if relevant.

If your application is successful you will be asked to provide documentary evidence of all qualifications and grades listed in this section.

**Employment History** This section covers your work history, present and past. Please also provide explanations for any gaps in your employment history, i.e., unemployment, training, career break, etc. If you have left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment you may have had such as work experience gained on Government training schemes, holiday work and voluntary work.

Please note that you must provide your full employment history, together with an explanation of any gaps in employment on the application form.

**Supporting Information**

This is an important part of your application form. It is your opportunity to demonstrate, using examples, how your skills knowledge and experience meet the requirements of the post as described in the person specification. Include **relevant** aspects and achievements in your career history rather than repeating it all. **Aim to be concise – not exceeding 1300 words.**

You can refer to work experience gained from government employment initiatives and/or draw upon your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up a family.

**Rehabilitation of Offenders/Criminal Records, Convictions and Cautions**

The School is obliged under certain care/safeguarding legislation and an Exemption Order to the Rehabilitation of Offenders Act 1974 to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust is involved. These are referred to as Regulated Posts. ***This post you are applying for is Regulated and falls within this legislation.***

All posts in schools are exempt from the Rehabilitation of Offenders Act and therefore School is legally entitled to ask applicants for details of all convictions, cautions or reprimands, warnings or bind-overs irrespective of whether they are deemed ‘spent’ under the act. With the exception of conditional convictions or cautions.

This means you must disclose information about any spent or unspent convictions when applying for these posts except where they are protected convictions and cautions. **See \*** **below for more information.** All successful applicants to Regulated Posts will be subject to a criminal record check via the Disclosure and Barring Service.

Applicants should be aware that having a conviction or a record of some other type of unacceptable behaviour would notnecessarily bar you from employment in Regulated Posts as any decision to employ will be considered on the individual circumstances of each case.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain spent convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [**Ministry of Justice website**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**.\***

Nacro can also be contacted for further advice and guidance - [**www.nacro.org.uk**](http://www.nacro.org.uk)

St. John’s CE Primary School will not take account of any convictions and cautions, reprimands and warnings we are not legally entitled to know about.

**Eligibility to Work in the UK**

In order to meet the requirements of the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to produce proof of identity and eligibility to work in the UK as part of the pre-employment check process.

**References**

To support the selection decision a reference is sought for shortlisted applicants. You are asked to provide the name and address of two referees, one of which must be your current or most recent employer (external candidates must not use a member of the interview panel as a referee).

A minimum of two written references should be provided (one must be your latest/current employer). As the post you are applying for requires DBS clearance then you must provide 2 referees which must cover the past 2 years employment. Where such references do not cover **all employment** within the last 2 years, you are asked to provide further references which must cover this period. Any gaps in employment must be clarified.

If you have previously worked with children and do not currently, one reference should be obtained from the most recent employment that involved working with children even if this employment is not covered within the last two years.

If you have never worked you should identify a referee who is able to tell us about your skills, knowledge and abilities, e.g. Headteacher, Voluntary Organiser, etc.

Please ensure that you provide an e-mail address for your referees, and telephone number, as failure to do so may lead to a delay in obtaining a reference.

**Declaration** By completing and submitting the application form you are declaring that the information given on application form is to the best of your knowledge is correct. Also, you understand that canvassing, either directly or indirectly, of any governor of the school, employee of the council or the giving of false or misleading information may lead to disqualification and, if appointed, may lead to your dismissal.

Furthermore, you understand that the information will only be used for recruitment and selection purposes and that it will only be kept on file by the School for 1 year thereafter. If you are appointed to the post then the information that it contains will be used to form part of your personal file for employment purposes (except for disclosure information, if applicable, which will only be kept for 6 months).

**Addressing Equality**

The School is committed to achieving equality and will make reasonable adjustment for those covered by appropriate legislation. In pursuit of this, the School will, during the recruitment and selection process, ensure that such applicants are not disadvantaged, i.e. respect religious or cultural beliefs, support, where legal, the rehabilitation of offenders etc.

It is important that you notify the School if you require any adjustments i.e. have a disability, language difficulty etc. when requesting or submitting your application form. It would also be helpful for you to advise, if you already know, of the type of adjustment/aid you might require for the interview and subsequent employment. If you are invited for interview this will be discussed with you further.

**Equal Opportunities Monitoring Form**

Applicants for posts within Sefton Council are asked to complete the Equal Opportunities Monitoring Form. Although completion of the form is voluntary, the information provided enables the council to see the make-up of the candidates that are attracted to posts and to form future policy. The form is separated from your application on receipt and the information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

**Assessment Methods**

As part of the selection process for posts, the School may choose to use assessment exercises as well as interview candidates. The exercises will be relevant and appropriate to the post in question and all shortlisted candidates for the post will sit the same assessment tasks. The purpose of using additional assessment methods is so that more information can be obtained about the abilities of each candidate. It also offers candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of exercises may include work-related exercises such as a teaching task, presentations, in-tray exercises etc. In these situations, further guidance will be given to all candidates

**Offer of Employment**

If successful, applicants must be advised not to give notice to terminate their current job until confirmation of all satisfactory checks has been given.

Applicants should be aware that if they are successful in gaining employment with the School then the offer of employment will be subject to verification of identity, Disclosure and Barring Service check including barred list check, verification of mental and physical fitness, eligibility to work in the UK, further appropriate checks for applicants that have lived outside of the UK, verification of professional qualifications, checks that those employed to undertake teaching work have not been prohibited from teaching or have any sanctions or restrictions imposed on them by the GTCE, and for those that will be working in Early years settings or wraparound care for children up to 8, that they have not been disqualified from working in these settings under the 2018 Childcare disqualification Regulations. Offers of appointment will also be conditional on the school receiving satisfactory references and satisfactory online check.