



JEDDAH PREP AND GRAMMAR SCHOOL

Application and Recruitment Policy

Applications for Employment

Applications will only be accepted from candidates completing the Application Form in full via Tes, CVs will not be accepted in substitution for completed ApplicationForms.

Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see relevant job description for the post for further details.

Where appropriate the successful applicant will be required to complete an enhanced check from the Disclosure and Barring Service or equivalent (e.g. ACRO, ICPC, etc.) at the appropriate level for the post.

We will seek three (3) references on shortlisted candidates and may approach previous employers via telephone for information to verify particular experience or qualifications, before interview. Candidates are asked to provide consent for contacting referees.

If candidates are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, your current employer will still be asked about the suitability to work with children, although it may not be applicable if their duties have not brought you into contact with children or young persons.

Provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has

been selected and will be referred to the relevant authorities (e.g. police) and/or the Independent Safeguarding Authority, etc.

Invitation to Interview

If candidates are invited to interview this will be conducted where at all possible in person or online and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must provide original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also provide:

- a current driving licence including a photograph (if held)
- valid passport (if held)
- full birth certificate
- a utility bill or financial statement showing the candidates current name and address
- where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of employment history; also noting any gaps in employment;
- Receipt of at least two satisfactory references (telephone verification of references is also conducted by the school);
- Verification of identity and qualifications;
- A check of the Disclosure and Barring Service Barred Lists or equivalent e.g. ACRO and/or ICPC;
- Evidence of a satisfactory DBS check;
- Verification of qualifications and professional status such as QTS Status (where required) and NPQH;
- Verification of successful completion of statutory induction period (where required, applies to those who obtained QTS after 7 May 1999);
- Check against those prohibited from teaching;

- Check against those prohibited against managing a school (where required);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance i.e.
 - EU / EEA checks
 - Overseas police check
- Disqualification by association check (where required);
- Verification of medical fitness;
- Satisfactory completion of the probationary period – normally three months.

WARNING

Where a candidate is:

- found to be on the Disclosure and Barring Service Barred List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service or any other relevant service.

Jeddah Prep and Grammar School has a legal duty to refer to the DBS, ICPC, ACRO, Interpol, etc. anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Date of Issue: March 2022	Reviewer: Headmaster, SLT
Date for Review: March 2024	Approved: Board of Governors