

GREAT BARR ACADEMY

Note for Applicants – Non-teaching Roles

Please read the following notes before completing the application form.

Great Barr Academy is committed to promoting and safeguarding the welfare of children and young people and expects all those working in the Academy to share this commitment. The Academy's recruitment and selection processes comply with national and local guidance on best practice. All applicants should be aware that successful applicants for any post in the Academy will be required to undertake an enhanced Disclosure & Barring Service (DBS) check prior to commencing employment.

Completing the Application Form

The Academy does **not** accept CVs or application forms for other organisations (eg. Birmingham City Council). Such applications will not be considered.

It is important to give the short-listing panel the best impression you can. Where applicants have fully completed the application form and included a well written, tailored letter of application (not a standard letter), the short-listing panel will see that the person is enthusiastic about and committed to the post for which they are applying and has taken the time and effort to complete a good application. Incomplete applications or those without a letter of application will not be considered.

Correspondence Address: Please enter the address at which we will be able to write to you over the coming weeks regarding your application. If you are currently at a temporary address which you will be leaving shortly, please give details of when you are due to move and of the address at which you wish us to correspond with you from that date in your covering letter.

Telephone Numbers: Please include the full area code for landline telephone numbers. We often find that a mobile number enables us to contact you more quickly and this is particularly helpful if we need to arrange interviews at short notice.

Email Address: It is preferable that any email address supplied is one which you check regularly, preferably daily, as we will use this to contact you to make arrangements for interview.

Work Permits: In order to be able to employ you, we will need to see evidence of your right to work in the UK. All holders of European Union passports are entitled to work freely in the UK. Citizens from outside the EU may be able to work in the UK if the employer is able to obtain a work permit for them or if they have an appropriate visa or alternative form of permission. In order to be able to apply for a work permit, the Academy would have to be able to demonstrate that, having advertised the vacancy at a national level, no suitable EU applicants were available for employment.

Referees: In seeking references, the Academy is most interested in the views of current and recent employers. For those leaving full time education, a reference from your school or college will be most desirable.

If you are not currently working with children but have done so before, one of your referees should be the last employer with whom you did work with children.

References from relatives or friends will not be accepted. You should state clearly the capacity of any referee – ie. their job role or relationship to you, eg. College Tutor, line manager etc. You should also declare any family or personal relationship you may have to any referee.

Whilst there is a space on the application form for the telephone numbers of referees, the Academy will not seek telephone references. Only references written on headed paper are likely to be accepted, though these may be faxed or emailed by referees to the Academy prior to the interview for purposes of speed. We are most likely to make initial contact with referees by email so it is helpful if you can supply their correct business email address, not a personal email address.

You should be aware that employers will be asked for information on disciplinary proceedings or warnings, particularly those related to your conduct with children, even where warnings have expired for the purposes of further disciplinary action. You may therefore wish to give details about any relevant issues in your covering letter.

Chronological Data: Great Barr Academy is committed to equality of opportunity and to the principle of non-discrimination on any grounds including 'age'. Great Barr Academy is also committed to taking all necessary steps to ensure that decisions made during the recruitment and selection process are compatible with the need to protect the welfare of the children in our care. The dates requested in the *Date of Birth*, *Employment Record* and the *Record of Formal Education & Training* sections will be used solely to identify significant gaps in an applicant's education/employment history and to enable the Academy to verify the identity of the applicant and the accuracy of the information supplied.

Reason for Leaving: In order to safeguard the welfare of our children it is essential that we understand what has led an applicant to leave a previous post. It is therefore essential that you enter one of the five reasons given at the top of the second page of the application form against every previous employment listed. It is also vital that the record of previous employment is complete; at shortlisting, we will be looking for gaps in a person's employment history and gaps which are not explained may result in the rejection of your application.

Record of Formal Education & Training: If you are invited to interview and are successful in being appointed to the post, you will be required to provide proof of all relevant qualifications listed on your application form in the form of original certificates.

Disclosure of Previous Convictions: All schools are now obliged in law to seek an enhanced check from the Disclosure & Barring Service (DBS) with a Barred List check for ALL staff employed in schools. Any offer of appointment will be subject to receipt of a report from the DBS which is satisfactory to the Academy in all respects. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders (Exceptions Order) 1975. You are required to disclose on the application form any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The Exceptions Order 1975 (2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. In the event that you are appointed to work in the Academy, any failure to disclose convictions which are not 'protected' will result in your summary dismissal or the withdrawal of any offer of employment. Any information provided will be treated in confidence.

If you are barred from working with children, it is a criminal offence to apply for a post in a school. The Academy will refer the matter to the Police and the Independent Safeguarding Authority.

Declaration: Applicants are advised to read the declaration carefully before signing it and are reminded that providing false information will lead to rejection of the application, withdrawal of any offer of employment, summary dismissal if already engaged, and possibly a referral to the Police in certain circumstances.

Covering Letter: All applications should include a covering letter. Those without such a letter will not be considered by the short-listing panel. In your covering letter, you should seek to demonstrate how your skills and experience match the requirements of the post and the Academy. Look carefully at the Job Description and the Essential and Desirable Requirements. Illustrate your points with real examples of things you have done, either at work or in your personal life, which have helped you to develop the necessary skills or which demonstrate the complexity of skill you are able to utilise.

You might also explain why you are particularly interested in working at Great Barr Academy, what you hope to gain from the experience and what you hope to offer.

Your covering letter should be no more than three sides of A4. Remember that if your letter is accurately written, well organised, concise and tailored to the needs of the post for which you are applying, you will make a better impression on the short-listing panel.

Return of Completed Application Forms: The email address for the return of applications is secretariat@greatbarr.bham.sch.uk.

Alternatively, you may wish to post your application to:

I Abrahams
Headteacher
Great Barr Academy
Aldridge Road
Great Barr
Birmingham
B44 8NU.

You may also hand deliver your application to Reception during school hours.

Remember, you must attach BOTH:

- A completed application form and
- A covering letter.

The next steps: Once the advertised closing date has passed, applications will be considered by the short-listing panel. It is unlikely that the Academy will be able to consider your application if it arrives after the closing date. Candidates who are short-listed will be invited to attend an interview. Unfortunately, due to the large volume of applications we receive, it will not be possible for the Academy to write to applicants who have not been short-listed. If you have not been contacted within 4 weeks of the closing date, you should assume that you have not been successful in your application.

We look forward to receiving your application and to welcoming you to our School.

Thank you for your interest in working with us.