



Caedmon School

Terms and conditions relating to this post

(June 2006)

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

1. SHORT LISTING

- All applicants will be scrutinised
- Any gap will be noted
- Incomplete application forms will be returned to candidates for completion
- Any gaps or repeated changes in employment will be investigated
- All candidates will be assessed equally
- Short listing will be a transparent process

2. REFERENCES

References will be a combination of narrative and evaluation form. The request will include the need for details as follows:

- Applicant's current post, salary
- Performance history
- Current disciplinary record
- Details of any allegations which relate to the safety of children

In the event that the reference appears vague or is incomplete then the Headteacher will contact the referee for confirmation of details. A written note of the conversation will be made and in certain cases a written confirmation will be requested from the referee.

3. INVITATION TO INTERVIEW

Candidate will be provided with:

- Letter of confirmation of interview
- Details of the interview day including details of the interview panel members
- Further copy of person specification
- Details of any tasks needed as part of the interview process e.g. teaching
- The opportunity to discuss the process further prior to interview

Candidates will be asked to bring the following with them to interview:

- Current driving licence and passport
- Full birth certificate
- Utility bill
- ALL original examination certificates
- Where appropriate, change of name documentation (marriage certificate)

A copy of all documentation will be kept for the personnel file.