RECRUITMENT INFORMATION

Sapientia Education Trust adheres to the statutory guidelines provided in the Department for Education document "Keeping Children Safe in Education" and therefore, prospective candidates applying for posts at the Trust must complete the information requested fully. Successful candidates who are provisionally offered a post with the Trust will not be able to start work until two satisfactory references, an enhanced DBS check, health check and other pre-employment checks, including safeguarding checks are in place. Attendance at a mandatory Trust safeguarding training session will also be a pre-requisite of starting work.

APPLICATIONS

Applications should be submitted on the online Sapientia Education Trust Application Form.

Applications must include a covering letter of no more than 500 words. Application Forms must be fully completed, particularly the employment history section and reasons for any breaks in employment. NI numbers must be filled in along with Teacher numbers, where applicable.

Sapientia Education Trust reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

Applications must be received by the date specified on the advert. Late applications will only be considered in exceptional circumstances at the discretion of the Trust.

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure and Barring Service (DBS). The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), outlines certain convictions and cautions as 'protected', meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. As an employer within the education sector we come under the "Exceptions Order" and therefore you should disclose all convictions whether spent or otherwise. Further guidance about the Exceptions Order can be found on the Ministry of Justice website - https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

REFERENCES

The application form requires two referees to be nominated. It is expected that referees will be the candidate's current/most recent employer and another employment reference. Where two employment references are not possible, because the candidate does not have two previous employers, a character reference based on voluntary work or some similar activity may be acceptable. Where a candidate has no previous employment, a school or university referee

should be nominated. Please do not nominate a relative or friend who only knows you socially as a referee and please specify how the referee knows you on the form.

For applicants currently working in a school setting, including teachers, the first referee must always be the applicant's current Headteacher/Principal. If the applicant is not currently working as a teacher, one referee must be the applicant's last Headteacher/Principal. Please do not nominate other school leaders or Heads of Department in lieu of the Headteacher/Principal and, if this is the case, the Trust reserves the right to contact the Headteacher/Principal of the applicant's school if a reference is required.

Sapientia Education Trust will normally approach your referees only if you are shortlisted and offered an interview.

References are then routinely requested once you have accepted the invitation to interview. Only in exceptional circumstances would we approach your referees before you are shortlisted for interview and only if you have given permission on the form.

Please do not request or obtain your own references as we cannot accept references that we have not requested, received directly from the referee and subsequently verified.

An offer of employment will not be made until satisfactory references are in place. If you are offered a post within the Trust, the offer will be subject to satisfactory references; if the references are not satisfactory in the Trust's view, the offer may be withdrawn.

ONLINE SEARCHES

When an applicant has been shortlisted for interview, the Trust will perform an online check prior to the date of interview. This process entails reviewing publicly accessible information surrounding the applicant's name and location.

An appointment cannot be made without the completion of this online check.

INTERNAL APPLICANTS

Internal applicants are required to complete an application form on ESS and nominate two referees, one of which must be their current line manager.

EQUAL OPPORTUNITIES

Sapientia Education Trust welcomes applications from all sectors of the community.

SAFEGUARDING CHECKS

All successful candidates must be prepared to undergo screening to confirm their suitability to work with children and young people. This is carried out via an Enhanced Disclosure & Barring Service (DBS) check and includes a Criminal Records check and a Children's Barred List check.

Candidates who have previously lived or worked overseas for more than 3 months in the past 20 years will be required to obtain a Police Criminal Records check from the relevant country/countries.

SELF DECLARATION AND DISCLOSURE FORM

Shortlisted candidates will be required to complete a self-declaration and disclosure form prior to attending their interview. A wet signature (i.e. not a digital one) is required.

INTERVIEWS

Shortlisted candidates will be invited to interview after the closing date for applications. Candidates will be interviewed by a panel of staff, one of which will be Safer Recruitment trained.

The interview date is normally a fixed date and will be notified on the advert where possible. Following your invitation to interview, more details will follow in a full recruitment programme.

When you attend the interview or recruitment event, you will need to bring original ID documents with you, so that we are able to start your DBS check if you are the successful candidate. Please bring with you **three ID documents** as from the below list:

Main Documents (preferred list)

- Passport (any nationality)
- Current photocard driving licence – UK/Isle of Man /Channel Islands/other EEA country (full or provisional)
- Adoption certificate (UK and Channel Islands)
- Birth certificate (UK and Channel Islands)

Other Documents – List 1

- Current driving licence, full or provisional - paper version (if issued before 1998) (UK, Isle of Man, Channel Islands)
- Current driving licence photocard – full or provisional (All countries outside the UK, excluding Isle of Man and Channel Islands)

- Firearms licence (UK, Channel Islands and Isle of Man)
- UK HM Forces ID card.
- Marriage/civil partnership certificate (UK and Channel Islands)
- Cards carrying the PASS accreditation logo
- EEA National ID card
- Current passport card showing that the holder is a national of the Republic of Ireland

Other Documents – List 2

Documents issued within the past 12 months:

- Council Tax Statement
- Financial Statement (UK) - e.g. pension, endowment, ISA
- Mortgage Statement (UK) - (Non-UK statements must not be accepted)
- P45 Statement
- P60 Statement

Documents issued within the past 3 months:

- Bank/Building Society Account Opening Confirmation Letter
- Bank/Building Society Statement (UK and Channel Islands)
- Credit Card Statement (UK Only)
- Benefit Statement (UK Only) - e.g. Child benefit, Pension,
- Central or local government, government agency, or local council document giving entitlement. e.g. Department for Work and Pensions, the Employment Service, HMRC. (UK and Channel Islands)
- Electricity Bill / Statement (UK Only)
- Gas Bill / Statement (UK Only)
- Telephone Bill / Statement (Not Mobile Telephone) (UK Only)
- Water Bill / Statement (UK Only)

Important Notes

- All the documents must display the same name, or you will ddditionally need to provide evidence of a name change document, e.g. a deed poll or marriage certificate.
- Where an address is listed, all the documents must display your current address.

- All original ID documents will need to be brought in by the ID holder & verified in person prior to your potential start date. Please note we cannot accept photocopies or scanned documents.
- The government has specified are unable to accept digital copies of utility bills, bank statements, pension statements etc. We can only accepted posted copies.
- A printed copy of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.

In addition, the following documents will also be required, if applicable:

- Non-EU passport holders need to provide proof of their right to work in the UK via Share Code.
- Teachers will be required to bring their degree certificates and QTS certificate.
- Support staff must provide evidence of relevant qualifications as outlined on the job description (typically a minimum of grade C / 4 at GCSE in Maths & English or equivalent).
- Nurses will be required to bring their registration card and PIN number.