

**Recruitment Information Pack**

**School Administrator**

**GR3**

**January 2025**

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Dear Applicant

Thank you for your interest in this post. We are seeking an individual who has high expectations of student behaviour, who has a positive approach, is caring and friendly with good interpersonal skills and can act as a good role model for students.

Braidwood is the only secondary school for the Deaf in the region and we have a long and proud history that means that we have a great responsibility to make sure that this school and the education we deliver is the best.

Our values of Honesty, Respect and Effort are woven through everything we do as a school and as individuals. Our learners are energetic, imaginative and eager to learn young people. We need to make sure that our staff meet those attributes with enthusiasm and vigour, with a dedication to improvement through personal and professional development.

Our school is a wonderful place to be and, if you are ready to bring your personal commitment to preparing young people for their future lives, we will welcome your application.

I would draw your attention to the job description and person specification and highlight that in order to help us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification.

Please return your completed application form to the address indicated on the application form. **Closing date for applications: Friday 24th January 2025**

If you have not heard from us by Friday 31st January 2025, you can assume that you have not been shortlisted. Interviews will be held week commencing 3rd February 2025.

Yours sincerely

Charlotte Nock

Head Teacher

**Job Description**

|  |  |
| --- | --- |
| Job title: | School Administrator (GR3) |
| Purpose: | Under the instruction/guidance of senior staff: provide full administrative support to the school. |
| Duties and responsibilities:  Organisation | * Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors. * Proving effective administrative support under the direction of the Senior Office Manager. * Liaise with parents/staff regarding pupil welfare etc * Assist with the co-ordination of school trips, events etc. |
| Duties and responsibilities:  Administration | * Maintain manual and computerised records/management information systems, i.e., pupil files and databases. * Administration of pupil registers and other matters relating to attendance. * Provide effective administrative support for EHCP’s including reviews under the direction of the Headteacher as and when required. * Provide administration support to the school Exams Officer, as and when required. * Produce lists/information/data as required e.g., pupils’ data * Complete and submit forms, returns etc., including those to outside agencies e.g., DfE, etc * Generally, organise, plan and control workloads and procedures. The interpretation and the provisions of regulations and directives, and the provision of advice on matters within the scope of the job. * Provide general clerical/admin. support relating to pupils e.g., photocopying, filing, complete standard forms, respond to routine correspondence * Undertake any other tasks as required which are commensurate with the job role \ grade. |
| Duties and responsibilities:  Resources | * Operate relevant equipment/ICT packages (e.g., Google docs; word, excel, databases, spreadsheets, Internet) * Provide general advice and guidance to staff, pupils and others * Experience of SIMS would be highly advantageous but not essential. |
| Support for the School: | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals including liaising with outside agencies as required within the role * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required |
| Line Management: | Senior Office Manager |
| Review and amendment: | This job description is subject to annual review |

All staff are expected to be committed to the School’s Equal Opportunities & Safeguarding Policies

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

**PERSON SPECIFICATION: School Administrator**

**Method of Assessment (MOA):**  AF = Application Form, I = Interview, T = Test/Exercise

*USE THIS PERSON SPECIFICATION TO STRUCTURE YOUR RESPONSE TO SECTION 12 (APPLICATION FORM)*

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **MOA** |
| **EXPERIENCE (Relevant work and other experience)** | * A minimum of 12 months experience working in a school. (D) * Ability to use school-based computer systems confidently and diligently. * The ability to follow instructions and an awareness of safeguarding principles. * An understanding of school administration and key tasks that must be completed on a daily \ weekly \ termly basis. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  **E.g. Written communication skills, dealing with the public** | * Excellent communication skills. (E) * Excellent numerical and IT skills. (E) * Excellent organisational skills. (E) * Ability to manage and work to conflicting deadlines. (E). | AF/I  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | * Microsoft Office (Word and Excel) training * School MIS systems experience preferably SIMS * Some experience with Google Apps. | AF/I  AF/I  AF/I |
| **EDUCATION/ QUALIFICATIONS** | * GCSE English and Maths (Grade C / 4 and above) * Willingness to undertake any CPD as advised by the line manager. | AF/I  AF/I  AF/I |
| **OTHER** | A flexible and positive attitude | AF/I |

**Application Process**

Please complete the application form in this pack (pages 11 to 19) ensuring that you complete all sections and email it to [vacancies@braidwood.bham.sch.uk](mailto:vacancies@braidwood.bham.sch.uk).

Please also complete:

* The Recruitment Monitoring form (pages 20-21), and
* The GDPR declaration form (pages 22-26) and email them with your application to [vacancies@braidwood.bham.sch.uk](mailto:vacancies@braidwood.bham.sch.uk)

Queries

If you have any queries on any aspect of the application process or would like an information discussion about the post, please contact Steve Moore at vacancies@braidwood.bham.sch.uk

**Closing date for applications: Friday 24th January 2025**

If you have not heard from us by Friday 31st January 2025, you can assume that you have not been shortlisted. Interviews will be held week commencing 3rd February 2025.





**GUIDANCE NOTES**

**SUPPORT STAFF APPLICATION**

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

SECTION 1: Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included, please refer to the job advertisement to fill in this section.

SECTION 2 & 3: Personal details/General information

Please enter your personal details fully and clearly so that we may contact you about your application.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

**Right to work in the UK**: If you are shortlisted for interview at a school, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

If you are related to a Birmingham Councillor, Birmingham School Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

SECTION 4: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work-based exercise.

SECTION 5: Education/qualifications

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

SECTION 6: Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying for.

SECTION 7: Membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as professional, occupational or trade membership.

SECTIONS 8 & 9: Past Employment & Experience

**It is ESSENTIAL that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

SECTION 10: Retirement/Dismissal

Please ensure you tick the appropriate box and provide details if necessary.

SECTION 11: References

**Please give the names and addresses, both postal (and e-mail if available) of three referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will normally be your head teacher.**

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is ‘time expired’. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

SECTION 12: Other relevant information in support of your application

When completing this section, you can mention any experience gained through work, school, college, at home, in voluntary work, in work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as ‘I have all the skills and abilities mentioned in the person specification’ and fully explain how you meet the requirements, e.g. if the person specification asks for ‘experience of working with elderly people’, you need to explain when, where and what was involved e.g. ‘I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including ………….’ Please provide no more than 3 sides of A4 in total.

SECTION 13: Consent, disclosure and confirmation

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

Amendments to the Exceptions Order 1975 (2013) provide 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 cautions and convictions can be found at the Disclosure and Barring Service Website – [www.gov.uk](https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates)

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

A copy of the DBS Code of Practice is available at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk/) or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

*We look forward to receiving your application.*

**All kinds of Birmingham**

All kinds of schools All kinds of futures



**SCHOOL SUPPORT STAFF**

**APPLICATION FORM**

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is committed to equal opportunities in employment and positively welcomes your application.

Successful applicants will be required to undertake an enhanced DBS check.

Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity with children.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.**

**It is important that you refer to the Guidance Notes before completing this form. Electronic versions of this form are available at** [**www.birmingham.gov.uk/jobs**](http://www.birmingham.gov.uk/jobs)

This form is also available in large print, Braille or on audio tape on request.

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1. **VACANCY DETAILS**

Position Applied For:           

School/Establishment:

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**2. PERSONAL DETAILS**

**First Name(s):****Last Name:**

**Any Previous Name/s:**

**Address:****Postcode:**

**Daytime Tel:****Evening Tel:**

**Mobile Tel No:**

**Email Address:**

**Do you have the right to work in the UK?** Yes:☐ No:☐

Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role:

**National Insurance Number, if you have one:**

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––3. GENERAL INFORMATION**

**Are you related to or do you have a close relationship with: A Birmingham Councillor; Birmingham School Governor; an employee of the school to which you are applying, or an employee of Birmingham City Council?** Yes:☐ :No:☐

**If yes, please provide details:**

**Name:****Relationship:**

**Position:****Department:**

**Do you wish to job share the position you are applying for?** Yes:☐ No:☐

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**4. ARRANGEMENTS FOR INTERVIEW**

**If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work-based exercise?** Yes: ☐ No: ☐

**If yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):**

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**5. EDUCATION/QUALIFICATIONS (Start with Secondary first)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Secondary school/College/University, etc. | Examinations taken or to be taken | Results and Grades | Date gained/  expected |
| Mth | Yr | Mth | Yr |  |  |  |  |
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**6. TRAINING (Most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|  |  |  |  |
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**7. MEMBERSHIP**

Please indicate membership of any organisation/s relevant to this position

**Name of organisation**

**Type of membership       Date of membership**

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**8. PAST EMPLOYMENT & EXPERIENCE**

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title | Reason for change |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |
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**9. PRESENT AND MOST RECENT EMPLOYMENT (If any)**

**Job title:      Employer:       Salary:**

**Date Started:       Date left (if applicable):**

**Address:       Post code:**

**Reason/s for leaving (if applicable):**

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**10. ILL HEALTH RETIREMENT/DISMISSAL**

Have you ever taken ill health retirement from Birmingham City Council? Yes: ☐ No: ☐

If yes, date:

Name of Department:      

Have you ever been dismissed from a school for misconduct? Yes: ☐ No: ☐

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with you application.

Have you ever been dismissed for misconduct from a Birmingham City Council Department?

If yes, date:

Name of school and LA:       Yes: ☐ No: ☐

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and   
return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

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**11 WRITTEN REFERENCES**

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

To comply with [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)**,** we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

Please advise if you do not want us to take up references at this stage and provide reasons.

Please include an email address and you should contact your referees to let them know they may be required to provide a reference.

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR**

**APPLICATION**

*(Here, you should detail how your knowledge, skills and abilities match those set out in the job description and person specification. No more than 3 sides of A4 paper in total)*

**13. CONSENT, DISCLOSURE AND CONFIRMATION**

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018..

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Disclosure**

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 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.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)?

If you do have any convictions or cautions; you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment.

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

**Confirmation**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

**Signature:**

**Date:**

**Print Name:**

**14. RETURN ADDRESS**

**Please return to:** [**vacancies@braidwood.bham.sch.uk**](mailto:vacancies@braidwood.bham.sch.uk)

**For School Use Only:**

Please ensure that completed applications for successful candidates are returned via the new starter form on the

Schools HR portal

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––RECRUITMENT MONITORING**

I am: Female☐ Male ☐

Date of Birth:

*To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:*

**ETHNIC ORIGIN**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

**A White**

British☐ Irish☐ Gypsy or Irish Traveller☐ Albanian ☐

Any other White background, please indicate:

**B Mixed**

White/Black – Caribbean☐ White/Asian☐ White/Black – Africa☐ Black/Asian ☐

Any other mixed background please indicate:

**C Asian or Asian British**

Indian☐ Kashmiri☐ Pakistani☐ Bangladeshi☐ Chinese ☐

Any other Asian background, please indicate:

**D Black or Black British**

Caribbean☐ African ☐

Any other Black background, please indicate:

**E Other ethnic group**

Arab☐ Kurdish☐ Vietnamese ☐

Any other please indicate:

**Not disclosed☐**

**DISABILITY**

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes:☐ No:☐

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here ☐

**EMPLOYMENT STATUS**

Are you currently employed by Birmingham City Council? Yes:☐ No:☐

If yes please state if you are employed on a temporary, casual or permanent basis: Yes:☐ No:☐

Are you currently employed by a school in Birmingham? Yes:☐ No:☐

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes:☐ No:☐

**WHAT IS YOUR SEXUAL ORIENTATION?**

Bisexual☐ Lesbian or Gay☐ Heterosexual☐ Not Disclosed ☐

**RELIGION**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations) ☐Buddhist☐ Hindu☐ Jewish☐ Muslim☐ Sikh ☐

No religion☐ Not disclosed☐ Other - please specify: ☐

**JOB ADVERTISEMENT**

How did you first find out about this job? Please specify the source or publication.

Teaching Vacancy Bulletin☐ Birmingham City Council Website☐ WMJobs.co.uk ☐

Twitter☐ TES on-line☐ Guardian on-line☐

Facebook☐ Indeed☐ Birmingham Mail ☐

Other (please specify):       Printed publication (please specify)



*Turning potential into success*

**Recruitment and Vetting Checks**

As directed by the DfE, Braidwood Trust School for the Deaf keeps a Single Central record of all staff which provides confirmation that the following checks have been undertaken:

* Verification of identity (Name/ Date of Birth/ Address)
* Qualifications (those required to do the job)
* List 99/P0CA
* Enhanced DBS Disclosure
* Right to work in the UK (Asylum & Immigration Check)
* Online Searches
* Overseas Criminal Record Checks (this applies to any employee who has spent a period of time abroad)

This record is completed for all staff in the school and will be made available for inspection if required by Ofsted and HMI Inspectors.

**Rehabilitation of Offenders Disclosure**

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

**Verification of Applicant’s Identity**

It is vital that the School knows who their employees are and have evidence to prove this. The ID check can then go onto their personal file and be logged on the School’s Single Central Record.

**Verification of Qualifications**

Any essential qualifications legally required to perform a particular job, such as QTS, as stated in the person specification, need to be evidenced by the potential employee. A copy of the original certificates should be taken and placed on their personal file and logged on the Single Central Record. This should ideally be confirmed at the interview stage.

**List 99 / PoCA**

This is a list of people who are barred from working with children, compiled by the DfE. This check is done as part of the DBS application process and can also be accessed separately on the teacher’s pensions website.

**Enhanced DBS Disclosure**

This shows the School any previous convictions held on file for a potential employee. Having a conviction will not necessarily bar you from working in a job with children or vulnerable adults.

The severity, nature, circumstances and timing of the conviction will need to be taken into consideration. Applicants will need to be given the opportunity at the application stage to declare any unspent or spent convictions they may have. Any declaration they make will be compared with the returned criminal record disclosure.

**Right to Work in the UK**

You are required to evidence your right to work in the UK and a copy of documents provided to the school will be placed on personal file and logged on the Single Central Record.

**References**

The School must request and have returned two references for every potential employee. One of these references must be from the current or most recent employer. If the post involves working with children, it is important to have a reference, if available, from an employer or voluntary agency demonstrating the applicant’s previous work experience, paid or unpaid, of working with children.

All documents provided as part of the application process will be kept securely and destroyed after six months if the applicant is not appointed.



*Turning potential into success*

**GDPR privacy notice:**

**Applicants for new post**

**Prospective employees**

**Who processes your information?**

As part of the school’s recruitment process, certain information needs to be collected so your application can be considered. The following privacy notice informs you how the school intends to collect, use, process and store your data.

The school is the data controller, and we are responsible for any personal data that is provided to the school. This means that we determine the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed.

A representative of the school, **Mr Steve Moore** can be contacted on **0121 464 5558** or **vacancies@braidwood.bham.sch.uk**.

The role of data protection officer (DPO) is fulfilled through the school agreement with SIPS through their representative Sue Courtney Donovan. Their role is to oversee and monitor the school’s data processing practices. This individual can be contacted on **0121 296 3000** or [**enquiries@sipseducation.co.uk**](mailto:enquiries@sipseducation.co.uk) If you have any queries pertaining to how the school processes data please feel free to contact the school in the first instance.

Where necessary, third parties may be responsible for processing personal information. Where this is required, the school places data protection requirements on third party processors in line with their own data protection requirements, to ensure data is processed in line with prospective staff members’ privacy rights.

**Why do we need your information?**

Braidwood Trust School for the Deaf has the legal right and a legitimate interest to collect and process personal data relating to its prospective employees to ensure the school’s safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

* School Staffing (England) Regulations 2009 (as amended)
* Safeguarding Vulnerable Groups Act 2006
* The Childcare (Disqualification) Regulations 2009
* Keeping Children Safe in Education 2016
* Working Together to Safeguard Children 2015

Individuals who are recruited will have their personal data processed to assist in the running of the school, and to enable individuals to be paid.

If prospective members of staff fail to provide their personal data, there may be significant consequences. These include the following:

**Employment checks:**

* Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Braidwood Trust School for the Deaf.
* Employees found to be working illegally could face prosecution by law enforcement officers.

**Salary requirements:**

* Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

**For which purposes are your personal data processed?**

In accordance with the above, personal data pertaining to prospective members of staff is used for the following reasons:

* Contractual requirements
* Employment checks, e.g. right to work in the UK
* Salary requirements

**Which data is collected?**

The personal data the school will collect from the prospective members of staff includes the following:

* Name
* Phone number
* Address
* Work history for example, previous employers and positions
* Compensation for example, basic salary or benefits
* Education and work history including professional qualifications and skills
* References, including regulated references where necessary
* Nationality, visa, proof of right to work permit information including passport, driving licence, National Insurance numbers
* Photographs and images from recorded assessments
* Results of Pre-employment screening checks for example, credit history, criminal records checks where permitted under local law)
* Characteristics such as ethnic group
* Remuneration details
* Qualifications

The collection of personal information will benefit both the DfE and LA by:

* Improving the management of workforce data across the sector.
* Enabling the development of a comprehensive picture of the workforce and how it is deployed.
* Informing the development of recruitment and retention policies.
* Allowing better financial modelling and planning.
* Enabling ethnicity and disability monitoring.
* Supporting the work of the school teachers’ review body.

**Will your personal data be sought from third parties?**

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to prospective members of staff without the data subject’s consent.

Prospective staff members’ personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP.

**How is your information shared?**

Braidwood Trust School for the Deaf will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This information is used so that relevant pre-employment checks can be made. This information can be found on certain documentation for example your passport. Documents required to perform pre-employment checks are:

* Your passport, or
* Your birth certificate together with an official document to confirm permanent NI Number
* [For non-EU persons only] A biometric residence permit
* Your most recent bank statement or other official document confirming home address

**How long is your data retained for?**

Personal data is retained in line with Braidwood Trust School’s Records Management Policy.

Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be retained by the school. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

Once your data has served its purpose it will be disposed of in line with the procedure outlined in Braidwood Trust School’s Records Management Policy

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy from the school website or contact our DPO for a copy.

**What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

* Request access to the personal data that Braidwood Trust School for the Deaf holds.
* Request that your personal data is amended.
* Request that your personal data is erased.
* Request that the processing of your data is restricted.
* Request to obtain and reuse your personal data for your own purposes across different services.
* Object to your consent being obtained.
* Request that your personal data is collected using automated processing.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by submitting in writing to Monica Lewis (School Business Manager) a request detailing the consent you wish to withdraw. **You do not have to state the reasons for your decision.**

You also have the right to lodge a complaint with the ICO in relation to how Braidwood Trust School for the Deaf processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO’s website or call their helpline on 0303 123 1113.

**How can you find out more information?**

If you require further information about how we store and use your personal data, please visit our website, www.braidwood.bham.sch.uk, the Gov.UK website, or download our GDPR Data Protection Policy and Records Management Policy, also available on the school website

**Declaration of prospective employee**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I understand:

* Braidwood Trust School for the Deaf has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
* There may be significant consequences if I fail to provide the personal data the school requires.
* The school may share my data with the DfE if I am successful in my application, and subsequently the LA.
* If I am successful in my application, then I understand that I will receive a separate workforce privacy notice from the school.
* Braidwood Trust School for the Deaf will not share my data with any other third parties without my consent, unless the law requires the school to do so.
* The nature and personal categories of this data, and where the personal data originates from and where my data is obtained from third parties.
* My data is retained in line with the school’s Records Management Policy.
* My rights to the processing of my personal data.

**Name of prospective staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of prospective staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**