



Application Guidance Notes

Thank you for your interest in working for Slough and Eton School.

The following documents are available to assist you in the application process and are all available on our website:

- **Job Advert**
- **Job Description and Person Specification**
- **Teachers Application Form or Non Teaching Application Form**
- **Application Guidance Notes**

To apply for a position at Slough and Eton you need to complete an application form. There are two types of application form – one for teaching vacancies and one for non-teaching vacancies. We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and completed in all sections. You also may wish to supplement your application with a covering letter.

Curriculum Vitae (CV) on their own will not be accepted. CVs will only be considered as part of the supporting documentation to a completed application form.

Completed applications can be returned via email to vacancies@slougheton.com or posted to the school address below:

Kirstin Sutherland – HR Manager
Slough and Eton Church of England Business & Enterprise College
Ragstone Road,
Chalvey,
Slough,
SL1 2PU

If you would like any further information about a vacancy that we are advertising, please do not hesitate to contact Kirstin Sutherland via email at vacancies@slougheton.com or on 01753 520824.

Further information about our school, including upcoming events and activities can all be found on our website at www.slougheton.com

Data Protection Act 1998

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.



Making your Application

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

Job Description and Person Specification

When we shortlist and recruit, we use:

- The job description and person specification
- The application form
- Supporting documentation supplied by the applicant i.e. personal statement, covering letter.

The job description and person specification outline the main responsibilities of the job. The person specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The person specification also details which criteria will be used to shortlist for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use if we receive too many applications, which meet the essential criteria.

Application Form

Please refer to the job description and person specification and ensure that you provide information that shows how you meet the requirements of the role and criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in application form is the information we will use when shortlisting for interview.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and may wish to contact you if we are unable to appoint from the original interviews.

Correspondence from our Human Resources Advisor

To provide an efficient and effective service to all applicants Kirstin Sutherland, HR Manager, endeavours to communicate via email where possible. We therefore ask that you provide us with a contact email address for you, and if applicable, provide email addresses for your nominated referees so that references can be sought quickly before the interview date. As part of the safeguarding process, we are required to obtain references before interview for all teaching and non-teaching staff.

Slough and Eton School aims to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Equality, Diversity and Monitoring Inclusion Form

At Slough and Eton School we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the Equality, Diversity and Monitoring Inclusion Form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and does not form part of the shortlisting or interviewing process.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 1998 that Slough and Eton School and SEBMAT, our Trust, may hold and use personal information about you for monitoring purposes.

Rehabilitation of Offenders Act 1974

All posts in the school are covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975, therefore all convictions, including spent convictions, must be declared.

If you have any past, present or pending convictions, cautions, prosecutions or bind overs, you are required to provide details of the offence(s), in a sealed envelope marked confidential, and attach it to your application.

Safeguarding children

Slough and Eton School has a responsibility for and is committed to safeguarding and promoting the welfare of children and young people to ensure that they are protected from harm.

Offers of Employment

All offers of employment are conditional and subject to the following pre-employment clearances:

Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by Slough and Eton's occupational health physician.

Satisfactory References

Slough and Eton's practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Headteacher or Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

For all posts within Slough and Eton School references will be taken up following short-listing and prior to interview. Progression of appointments within the school can only occur following the receipt of satisfactory references.

Slough and Eton School reserves the right to verify any information given in the application form and throughout the selection process. In the event that the school receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision you will be informed as soon as possible.

Disclosure and Barring Service Clearance (previously CRB)

All successful candidates will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside the school's control and this can take several weeks.

Evidence of Qualifications

If particular qualifications are listed as essential to the role on the Person Specification, we will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

Eligibility to work in the UK

In order to comply with the Immigration Act 2016 all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all shortlisted applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn. The requirements for documentation are included in our letter of invitation to interview.

Child Protection Training (Level 1)

All school staff are required to have a certificate gained in the last 3 years in Child Protection Training (Level 1) for safeguarding compliance. We offer this training in an online format to all new staff as necessary. We also run a Slough and Eton specific safeguarding training session for all staff at least annually and do this throughout the year for new staff.

Staff Code of Dress

Staff are expected to dress appropriately for school, setting a good example for pupils. Dress should be business-like and include a tie for male staff and business type jacket for all staff. Jackets should be worn around the school, when in the classroom or receiving visitors.

Dress for trips needs to be appropriate for the trip. For whole INSET days dress may be smart casual.