



Kingsleigh Primary School

Email: office@kingsleighprimary.co.uk
Website: www.kingsleighprimary.co.uk

Acting Headteacher: Tony Maguire

Chair of Directors: Mrs R Cornish

Where everyone can be great, not just good!

January 2024

Dear Candidate

Thank you very much for your enquiry for our vacancy. Please find enclosed an application form to be completed together with a job description and person specification which can be found in the application pack. All applications must be made following our application and recruitment process, a copy of which is also enclosed.

All applications will be acknowledged and those called for interview will be offered feedback.

THE SCHOOL

Kingsleigh Primary School is a true community school and firmly believe it is our responsibility to educate the children in our community. We believe that all children have the right to an education and actively promote educating the whole child and offering them the support they need to achieve both academically and personally.

More information about the school is available on our website at:

www.kingsleighprimary.co.uk

APPLICATION

If you wish to apply, please send a letter of application with the completed application form either by post to Kim Bainton, School Business Manager, Kingsleigh Primary School, Hadow Road, Kinson, Bournemouth, Dorset, BH10 5HT or via email to kim.bainton@kingsleighprimary.co.uk.

Candidates are asked not to send CVs.

Closing date for applications: Mon 19th February 2024 at midday

Interviews will be held w/c 4th March 2024

I look forward to hearing from you in due course.

Yours sincerely

Kim Bainton
School Business Manager

APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTES

Application

Applications will only be accepted from candidates providing all the information requested in full.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service at Enhanced level.

We shall seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not

available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them three items from:

- Current passport
- UK-issued driving licence (including the paper counterpart)
- UK birth certificate issued within 12 months of date of birth
- Utility bill or financial statement (not a letter), up to three months old, showing the candidate's current name and address and, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DfE List 99 and the Protection of Children Act List as appropriate
- A satisfactory DBS Disclosure
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness.

Warning

Where a candidate is:

- Found to be on DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children,

the facts may need to be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.