



Family of Learning Trust

Mount Pleasant Avenue
Halifax
HX1 5TN

Tel: 01422 345004

February 2019

Dear Applicant,

Trust Facilities Manager

Hours: 37 hours per week, all year round and to be available for emergency call out

Grade: SO2, points 32 to 34

Salary: £29, 055 to £30, 756 per annum (pay award pending)

To commence as soon as possible

Thank you for expressing an interest in the above position at The Family of Learning Trust

Please find enclosed the following job pack:

- Application Form
- Job Description
- Person Specification

When completing the application form you will need to complete the personal statement, in your personal statement you should address the requirements of the **person specification**, please provide this on **no more** than three sides of A4 paper.

You may wish to view information about the Family of Learning Trust, which are available via our Trust's website. You are also encouraged to come and look round the schools, please ring our office on 01422 345004 to book an appointment.

Please return your application to the school via email, recruitment@beechhillschool.co.uk by noon on Monday 25 February 2019.

We will not contact unsuccessful applicants. If you have not been called for an interview by **Friday 1 March 2019** please assume your application has been unsuccessful on this occasion.

We look forward to hearing from you.

Yours faithfully

Joanne Lawless
HR Director

Website: www.familyoflearningtrust.co.uk
Email: admin@familyoflearningtrust.co.uk

CEO: Shameem Hussain
Chair of Trust: Chris Haddock



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Safer Recruitment at the Family of Learning Trust

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

The Family of Learning Trust is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification (including 'by association') requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) **and** satisfactory verification of all checks as above.

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**The Family of Learning Trust – registered Office: Beech Hill School, Mount Pleasant Avenue, Halifax, HX1 5TN,
Tel: 01422 345004. Company registration number 07733196
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