BEECH HILL SCHOOL

Mount Pleasant Avenue
Halifax
HX1 5TN

Tel: 01422 345004

September 2019

Dear Applicant,

Teaching Assistant

Grade: Scale 2, NJC point 4.

The post is 30 hours per week, 8:30 to 15:30 Monday to Friday, term time only

Actual salary: £12, 641 per annum

Term: Permanent

Thank you for expressing an interest in the above position at Beech Hill School.

Please find enclosed the following to assist you with your application:

- Application Form
- Job Description
- Personnel Specification

When completing the application form, if you need to expand on the personal statement addressing the requirements of the person specification. **Please note we do not accept CV's the enclosed application form must be completed in full.**

You may wish to view information about the school which is available via our website.

Please return your application to the school via email to recruitment@beechhillschool.co.uk by noon on **Friday 20th September 2019**

We will not contact unsuccessful applicants. If you have not been called for an interview by Friday 27 September 2019 please assume your application has been unsuccessful on this occasion.

We look forward to hearing from you.

Yours faithfully

Joanne Lawless
HR Director

Safer Recruitment at Beech Hill School

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.

Beech Hill School 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 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.