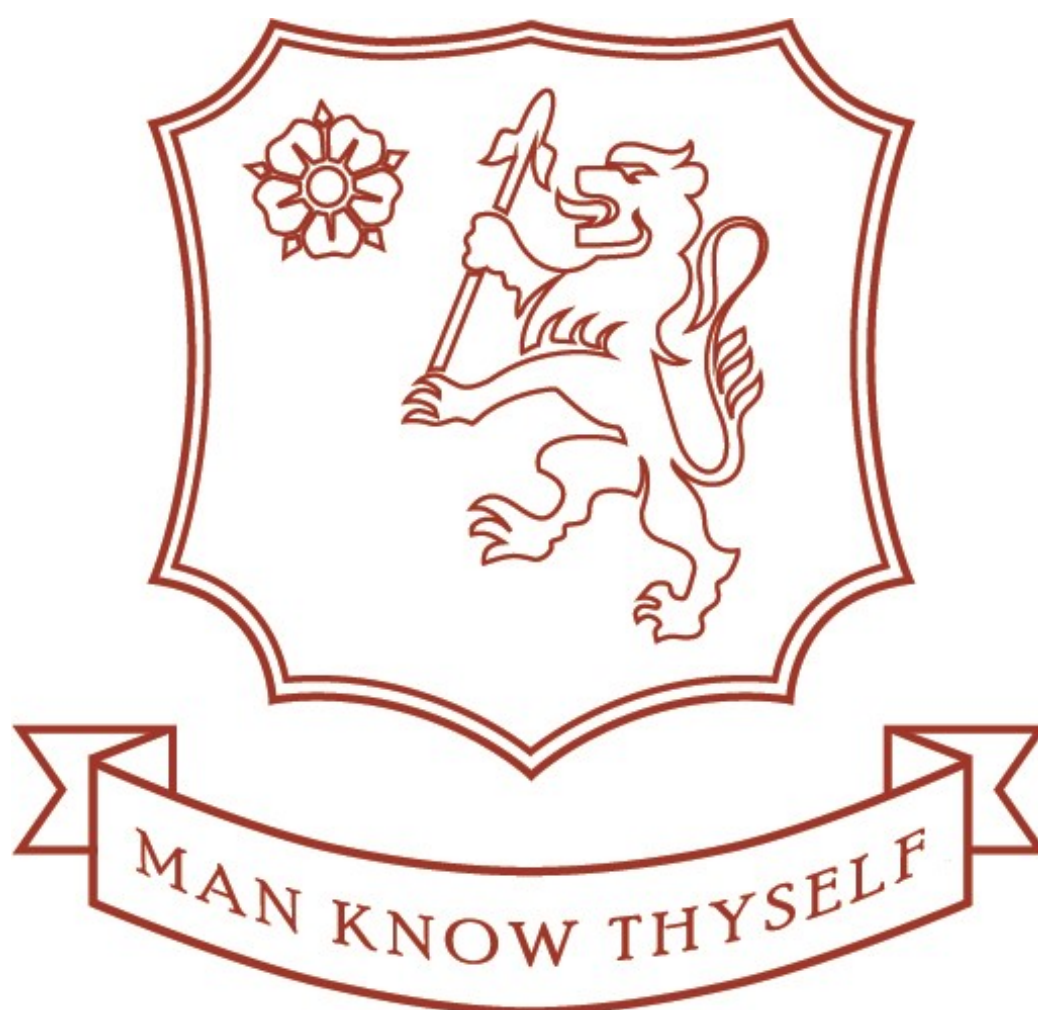


# BUCKINGHAM PREPARATORY SCHOOL

AN INDEPENDENT SCHOOL FOR BOYS

## SAFER RECRUITMENT



## INFORMATION FOR APPLICANTS

# BUCKINGHAM PREPARATORY SCHOOL—THE RECRUITMENT PROCESS

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## Application Form

Applications will only be accepted from candidates completing the school application form which can be downloaded from the school website. CVs will not be accepted on their own but can be added to the application form if deemed necessary by the candidate. Application forms should be sent with a covering letter.

You should be aware that providing false information is an offence and could result in the application being rejected. Application forms should be returned before the closing date indicated on the advertisement.

## Job Description & Person Specification

A Job Description and Person Specification are provided as part of the recruitment pack, these give guidance on the role advertised and the personal qualities we are looking for in a candidate.

## Safer Recruitment Process

Buckingham Preparatory School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the UK Disclosure and Barring Service.

As part of our safer recruitment process thorough checks will be made on your suitability to work in the post applied for. This will include:

- ◆ **References (On application form)**

We request the names and contact details for 2 referees to be included on the application form. Where possible these should be from 2 different establishments. Referees may be approached prior to interview for short-listed candidates. We may also contact previous employers for information to verify particular experience or qualifications.

- ◆ **Employment History (On application form)**

A review of your employment history will be made and any gaps in employment will be checked. Where a candidate has lived or worked overseas necessary checks will be requested.

- ◆ **Qualifications and Professional Status (At interview stage)**

You will be expected to provide evidence of all relevant qualifications and professional accreditations listed on your application form at the interview stage. Checks on your professional status will be made.

- ◆ **Right to Work in the UK (At interview stage)**

Evidence of your right to work in the UK will be requested at interview stage. This will be in the form of a relevant passport, visa or work permit and if applicable, a Government Access code.



### ♦ Identity (At interview stage)

If you are invited to interview you will be expected to provide original documentation to prove your identity and current address (certified copies and photocopies are not acceptable), these documents will include:

1. a birth certificate (essential) current photo driving licence, passport
2. a passport
3. photo driving licence, a utility bill or financial statement showing your current name and address
4. any document evidencing a change of name e.g. marriage certificate etc

### ♦ Prohibition Checks (At interview stage)

Prohibition checks will be carried out for teaching staff and management roles at the interview stage.

### ♦ Medical Fitness (Prior to formal offer)

If a provisional offer for the job is made medical fitness checks assessing fitness to carry out the role will be requested prior to start.

### ♦ Disqualification by Association (At interview stage)

If you are invited for interview Disqualification Checks will be requested if required for the role.

### ♦ Enhanced DBS Disclosure/Barred List Check (At interview/offer stage)

If a conditional offer is made, and accepted, a full enhanced disclosure and barred list check will be required prior to the offer being confirmed. If you are on the DBS Update Service please provide the original certificate for checking and permission for the school to do a re-check of your current status.

### ♦ Online and Social Media Checks (Prior to interview stage if shortlisted)

An online search will be carried out to check for any inappropriate online presence.

## The Interview Process

Shortlisting will take place prior to interview and shortlisted candidates will be notified as quickly as possible and invited to the school for interview. It is always recommended to get your application form in as early as possible as in some instances, shortlisting may take place on an as received basis. Closing dates for applications will be stated on the job advert. You will be advised what format the interview will take prior to the appointment to give you time to prepare. Interviews will be carried out at the school.

## Privacy and Confidentiality

Personal data collected for recruitment purposes will be retained for 6 months following the recruitment process. After this time all details for unsuccessful candidates will be securely destroyed. Information collected from the successful candidate will be added to their employment file. **If a job is offered and accepted more than 3 months prior to the role being taken up—some checks may be rechecked in the month prior to the start date.**

## BUCKINGHAM PREPARATORY SCHOOL—LOCATION AND CONTACT DETAILS

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All enquiries and correspondence regarding your application should be directed to  
Catherine Bilsborough, HR Officer at the following address:

**Buckingham Preparatory School**

**458 Rayners Lane**

**Pinner, Middlesex HA5 5DT**

**Tel: 020 8866 2737**

**HR Officer: [bilsboroughhc@buckprep.org](mailto:bilsboroughhc@buckprep.org)**

### Travelling to Buckingham Preparatory School



#### ◆ Nearest Underground Station

Buckingham Preparatory School is located on Rayners Lane in Pinner. It is a 5 minute walk from Rayners Lane tube station.

#### ◆ Parking

If you are driving to the school please be aware that there are no parking facilities on site. There is free parking on the roads surrounding the school however, there are restrictions in some streets between 10am and 11am. If you are visiting our school between 10am and 11am please contact us for parking advice.

