



Working for Sydenham School Recruitment Information

For further information, please visit our website at www.sydenham.lewisham.sch.uk

Application and Recruitment Process

Sydenham School is committed to safeguarding and promoting the welfare of children and we implement all elements of the 'Safer Recruitment Process'.

Applying for a job

Sydenham School's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. This means that we are not able to take into account previous applications or personal knowledge of you. It means that if you already work for Sydenham School, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be short listed for the selection process. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

The Job Description/Selection Criteria

Every vacancy advertised is based on a Job Description/Selection Criteria which describes the skills, experience and aptitudes we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. Ask yourself why you are interested in the job and whether you meet our requirements. If you think you meet our requirements, we encourage you to apply.

Making an application

Write out the form in draft to avoid mistakes, repetitions, etc. Alternatively, you can access and download the appropriate teaching/non-teaching application pack at www.sydenham.lewisham.sch.uk on the vacancies page. Ensure the information you give is well organised and relevant. Your application needs to show the relevant skills, interests and experience you have gained. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ... I organised...). Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions. If you have any disabilities and need assistance in completing the form, then please let us know and we will be pleased to help. It follows from the above that you should gear your application to the specific job - don't submit the same one for a series of jobs unless it is equally appropriate.

N.B: CV's submitted without an application form will not be accepted.

Complete your form in black ink or type it and forward it before the closing date to the address at the top of the application form. Always keep a copy for your

reference. If you are completing the on-line application from, e-mail it back to us on completion to recruitment@sydenham.lewisham.sch.uk or alternatively print off a hard copy and send in the normal way for the attention of: **Human Resources Department, Sydenham School, Dartmouth Road, Sydenham SE26 4RU.**

Closing for applications is first post or midday on the advertised closing date, whichever is the later. Applications will not be considered after this time. If we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful.

We regret that the school is unable to meet any claims for travel expenses to interview.

Short listing and interviews

To complete a long list or short list, your application form will be matched against the selection criteria for the post.

Depending on the requirements of the vacancy, the school may conduct tests and written exercises in appropriate circumstances and you may therefore also be asked to undertake such exercises as part of the selection process for this vacancy.

For teaching vacancies, *all* candidates will be asked to teach a trial lesson in a specialised subject, either at the long list or short list stage. The lesson will be observed and form part of the interview process. Candidates will be issued with data and a lesson brief; every attempt will be made to ensure that candidates teach classes that are broadly similar, but this will depend on timetable constraints.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post; we will also ask questions at the interview to ascertain your suitability to work with children. You will then have the opportunity at the end of the interview to ask questions about the job, conditions of service, etc.

We are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. If there is any special help that you need for interview or during the application process, please contact the Human Resources Department at the school.

References will be sought prior to interview where possible on all short listed candidates and we may also approach previous employers to verify or clarify specific information.

Disabled applicants

We are working to improve the employment opportunities we offer to people with disabilities. If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all other selection criteria, you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include adjustment to premises and equipment or job duties.

Conditions relating to offers of employment

All offers of appointment are subject to: -

- a. **Police clearance for posts exempt from the Rehabilitation of Offenders Act.** All school based staff will require List99 and enhanced police clearance checks.
- b. **Satisfactory references.** Two references are taken up; one of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your headteacher or tutor. For internal candidates a reference from your line manager will be sought. We cannot accept personal references from friends or relatives.
- c. **Confirmation of correct National Insurance number** through checks with the relevant government agencies.
- d. **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Council's occupational health physician.
- e. **Eligibility to work in the UK** by providing a relevant original document as specified by the Asylum & Immigration Act 1996, photocopies will not be accepted.
- f. **Original Evidence of identity and qualifications** (photocopies will not be accepted)
- g. Completion of the '**Declaration of membership of secret societies form**' (if appropriate)
- h. **Evidence of satisfactory eye test** (where appropriate) to use display screen equipment. The cost of any eyesight test, together with the cost of any corrective glasses, will be met directly by the new employee
- i. Additional checks under the **Council's Fraud & Corruption Policy** for 'high risk' posts (e.g. posts responsible for dealing with cash)

Teaching Posts

- j. Verification** of successful completion of the statutory induction period and professional status such as registration with the GTC, QTS, NCTL or NPQH where required.

Requirements (c), (e), (g) and (j) do not apply to internal candidates as these conditions will already have been met.

Fair recruitment

We put great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed. A member of the interview panel will always provide feedback if you would like to receive it.

We hope that you will be successful in your application. However, if you are not, please don't be discouraged from re-applying for future posts - your skills and experience may be what we need for our next vacancy.

Please note

Previous employees of Lewisham who leave the Council on the grounds of early retirement or redundancy will not usually be re-employed for a period of 2 years' Re-employment with the Council before the expiry of the 2-year period may be considered on an exceptional basis.