Hulme Hall Grammar School



Application for the Post of   
SEND Team Administrative Assistant

Please send this completed application form to The Headmaster at the address below or email to the Headmaster’s Secretary at [d.cooke@hulmehallschool.org](mailto:d.cooke@hulmehallschool.org)

Hulme Hall Grammar School

Beech Avenue

Stockport

SK3 8HA

Tel: 0161 485 3524

www.hulmehallschool.org

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname: | Title: | |
| Forenames:  (Please underline the name by which you like to be known) | | |
|  | Nationality: | |
| Address: | Tel No (Home): | |
| Tel No (Work): | |
| Tel No (Mobile): | |
| Email Address: | |
| Postcode: | National Insurance Number: | |
| Teacher Registration Number (if applicable): | | |
| Do you have Qualified Teacher Status? | | Yes / No |
| Do you hold a valid UK or EU driving licence? | | Yes / No |
| Please indicate if the School would need to make any allowances for disability | | |

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | School / College | Qualifications and Grades obtained |
| From | To |
|  |  |  |  |

**FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | School / University | Qualification (including Class and Division) |
| From | To |
|  |  |  |  |

**PROFESSIONAL DEVELOPMENT**

Please list courses attended in the last three years

|  |  |  |
| --- | --- | --- |
| Date and Length of Course | Training Provider | Course Title / Qualification obtained |
|  |  |  |

**CURRENT / MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Current / Most Recent Employer: | |
| Current / Most Recent Employer’s Address: | |
| Current / Most Recent Post Title: | |
| Date Appointed: | Date Ended (if applicable): |
| Current Salary / Salary on leaving: | Period of Notice Required: |
| Current Responsibilities: | |

**PREVIOUS EMPLOYMENT**

Please list chronologically since leaving secondary education with most recent first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Employer | Position | Full/Part Time |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**GAPS IN YOUR EMPLOYMENT**

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

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| --- |
|  |

**HOBBIES AND LEISURE INTERESTS**

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**EXISTING CONTACTS WITH HULME HALL GRAMMAR SCHOOL**

Please list any contacts with current employees or Governors at the School and how you know them.

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**ADDITIONAL INFORMATION**

Please give your reasons for making this application, relating your personal experience, qualifications and personal qualities to the requirements of the post. Please continue on a separate sheet if necessary.

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**CRIMINAL RECORD**

|  |  |
| --- | --- |
| Applicants are to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).  You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed. Further information and guidance can be found on the Disclosure and Barring Service website. | |
| Do you have any cautions, reprimands or final warnings by the police? | Yes / No |
| Do you have any cases pending against you? | Yes / No |
| Are you currently, or have you ever been the subject of an investigation or enquiry by the police, or a statutory agency or any other body, into abuse or neglect of a child or vulnerable adult, or other inappropriate behaviour? | Yes / No |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes / No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes / No |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | |

**REFEREES**

Please give the details of two referees, one of whom should be your present or most recent employer. Please state your connection with the person named. Please note that references may be taken up **prior to** interview.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Tel No: | Tel No: |
| Fax: | Fax: |
| Email: | Email: |
| May this referee be contacted without further authority from you?  Yes / No | May this referee be contacted without further authority from you?  Yes / No |

**RECRUITMENT**

|  |
| --- |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.    The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School's Recruitment Policy and Safer Recruitment Policy is available for download from the School's website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the School's retention of records policy for further detail on how such information is retained by the School.  **How we use your information**  Information on how the School uses personal data is set out in the School's Recruitment Privacy Notice, which can be found on the School’s website. |

**DECLARATION**

|  |  |
| --- | --- |
| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.** * **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I consent to the School making direct contact with the people specified as my referees to verify the reference.** * **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.**   **Please note that once signed, this document forms the basis of the Contract of Employment.** | |
| Signed: | Date: |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. | |

**Explanatory Note**

Hulme Hall Grammar School  
Application and Recruitment Process

1. **General**

Hulme Hall Educational Trust (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to Mrs D Cooke.

1. **The Application Form**

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

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. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster or Business Manager for more details.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known at the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

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. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

1. **Invitation to Interview**

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by the Headmaster or another designated senior member of staff. The Chair of Governors should chair the panel for the Head’s appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview 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 by you from the awarding body.

All candidates invited to interview must also bring with them:

* A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
* A utility bill or financial statement issued within the last three months showing the candidate’s current name and address;
* Where appropriate any documentation evidencing a change of name;
* Where applicable, proof of entitlement to work and reside in the UK.

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

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

1. **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), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School;
* Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
* A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
* For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
* Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
* Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999), where relevant;
* Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. For an EEA teaching candidate, this shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
* Evidence of satisfactory medical fitness;
* Confirmation from the candidate that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”.
* For a candidate to be employed into a senior management position as set out within the School’s Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
* If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

1. **References**

We will seek the references referred to in section 4 above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

1. **Criminal Records Policy**

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

1. **Retention and Security of Records and Data Protection**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates’ data is explained in the Recruitment Privacy Notice and Data Protection Policy.