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Recruitment Policy at Kings Colleges

Statement "Kings Colleges is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment."

We will include this statement in: All publicity material Recruitment websites that we use Advertisements in either print or online media Candidate information packs

Person specifications Job descriptions Competency frameworks Induction training

In order to ensure that recruitment procedures are thorough Kings School encourages all staff involved in recruitment to:

Planning and advertising stage

The key member of staff involved will decide who should participate. Responsibilities should then be assigned. The selection process can then be organized Time should be allowed for references to be obtained on shortlisted candidates before interview

Person specification

All work in a school involves some degree of responsibility for safeguarding children and the extent of that responsibility will vary according to the nature of the post. The kind of qualifications and experience being sought should be clearly stated.

Any competencies and qualities that a successful candidate should be able to demonstrate need to be highlighted. An explanation of how these will be measured during the selection process.

In all cases we must expect motivation to work with children and young people as well as the ability to form and maintain appropriate relationships. It is also essential that personal boundaries with children and young people are maintained at all times. It is also important that shortlisted candidates display emotional resilience in working with challenging behaviours. All candidates will be expected to have a positive attitudes to authority and maintaining discipline

Job Description

Each job description should present the main duties and responsibilities of the post in question. Attention should be drawn to the individual's responsibility for promoting and safeguarding the welfare of children and young people.

Application Form

It is essential that the following information is supplied:

1. Full identifying details. The original of the candidate's passport should be seen and the identification pages copied for school records. It is essential to confirm a candidates right to live and work legally in UK.



Current and former names. Proof of name changes and any supporting documentation DOB Current address

NI number

2. Qualifications plus dates and awarding bodies
3. Full chronological history since secondary school
4. Referees
5. Statement of personal qualities
6. Explanation of exemption from Rehabilitation of Offenders Act. All criminal convictions etc must be declared.
7. Requirement to provide CRB Disclosure

Scrutinising and shortlisting

Carefully scrutinise all applications to ensure all necessary information has been supplied. Identify and note any discrepancies for follow up clarification at interview stage as appropriate.

Check gaps in employment and elicit satisfactory explanations In particular investigate any sudden changes or unexplained moves at interview

References

Obtain factual information to support employment decisions directly from referees. A References and testimonials provided by candidates should not be accepted Open references should not be accepted

Candidate information pack

This should usually include:

- Application Form plus explanatory notes
- Job Description
- Person Specification
- LEA info as appropriate
- Child protection policy statement
- Terms and conditions