

Recruitment Guidance

The Bridge London Primary

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The Bridge London Hungerford

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Details of Selection Process

Application Deadline

Completed application forms must be received by the published deadline. Please note late or incomplete submissions will not be accepted.

Application Channels

Application documents may be submitted via:

- Email documents
recruitment@thebridgelondon.co.uk
- Post/hand deliver documents to:

HR Department
251 Hungerford Road
London
N7 9LD

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Please read the application completion guidance notes prior to completing your application.

Please ensure you submit the application form and equal opportunities form as two separate documents.

Please check your documents are compatible with Microsoft 2013.

Please do not submit a CV as this will not be accepted.

Selection process

The selection process will be a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up prior to interview. Please ensure that your referee is aware of the need to respond within the timescale set. In all cases at least one professional reference is required. **If currently employed as a teacher your professional reference should be provided by your Headteacher; in other cases, your Line Manager.**

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Guidance for internal/external candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

General Guidance: *Notes Apply Equally to Internal and External Applicants*

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. ***We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.***

You should complete the form and Personal Statement online or in black ink only. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

* A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Islington Schools HR Services including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. **Do not leave any gaps.** If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. **Do not leave any gaps.** If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Applicants for teaching posts only

If you are completing an electronic or hard copy application form, please complete Appendix A including full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. **Do not leave any unexplained gaps.** Please note the Appendix A is incorporated within the online application and as such it is not included as a separate document.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act 2010

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

London Borough of Islington operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the postholder, on occasion will be required to visit any establishment where there are children.

Please contact HR Services on 0207 715 0320 if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to the HR Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfill statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

Appendix A Salary Assessment - for Teachers only

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from the HR Manager based at all sites) or on the Internet at www.homeoffice.gov.uk or www.direct.gov.uk. This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington and The Bridge School is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

Within your offer of appointment you will receive details as to how to undertake the online DBS application and Update Service process.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision.

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with the HR Manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

The HR Manager and Executive Headteacher will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.