



Application, Interview and Selection Process

Making an application

If you wish to be considered for one of our vacancies, please complete the application form providing full details of your education and employment history, including any unpaid or voluntary work.

Your application should be completed via the MyNewTerm portal where you can register and save your application. All ongoing communication will be via this source.

<https://www.mynewterm.com/>

Please ensure you complete the 'Supporting Statement' section 7, as this is the opportunity to tell us about yourself and your interest in the role.

Where there are gaps in your employment, you will be prompted to explain these gaps (eg gap year, career break, unemployed, etc). You will note that we require details of a minimum of two referees, one of which must be your current or most recent employer. **CVs are not accepted as part of the application process.**

Interview and selection process

Those candidates who most closely match all the requirements for the post will be shortlisted and details of the interview programme will be confirmed via email.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Safeguarding – Priory Rise School is committed to safeguarding and promoting the welfare of children and young people. Please refer to our website for more information before attending interview.

<https://www.prioryrise.milton-keynes.sch.uk/attachments/download.asp?file=87&type=pdf>

Under the Disability Discrimination Act 1995, 2005 and 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form.

Inspiring a passion for learning!

Priory Rise School, 160 Bronte Avenue, Tattenhoe Park, Milton Keynes, MK4 3GE.
Telephone 01908 502572.
Headteacher: Ruth Seagar
Email: office@prioryrise.milton-keynes.sch.uk
www.prioryrise.milton-keynes.sch.uk





Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Further Information

Induction and Continuous Professional Development

The headteacher and governing board are committed to ensuring your wellbeing and continuous professional development in this role. On appointment the headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies, and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

References

If you are shortlisted, we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record, and suitability to work with children. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

Disclosure and Barring Checks

Employment at this school is subject to an enhanced disclosure and barring check. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

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Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

Child Protection and Whistle Blowing

Priory Rise School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils. The headteacher and governing board regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children.

Equal Opportunities

Priory Rise School is committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability, or age.

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