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| CONTENTS |  |
| Advert | Page 1 |
| Information about Sennen Primary School | Page 2 |
| Job Description | Page 3 |
| Person Specification | Page 5 |
| Application form | Page 7 |
| Equal Opportunities form | Page 14 |
| Safeguarding Form | Page 15 |
| Letter from Chair of Board of Trustees | Page 18 |
| Useful Information | Page 19 |

**school secretary with financial responsibilities**

RECRUITMENT PACK

**Sennen primary School**

Truro and Penwith Academy Trust is a charitable Company registered in England and Wales, Company number 08880841. Registered office: College Road, Truro, TR1 3XX

Advert

**School Secretary** with Financial Responsibilities

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| Grade:  TPAT 8 | Salary: £20,089 (£12,575 pro rata)  hourly rate £10.41 |
| Contract: Permanent – Part Time  Hours per week: 28 | Working Pattern: To be agreed  Term time only |
| Closing Date:  Thursday 20th June | Interview Date:  Friday 28th June |

**School Secretary with financial responsibilities**

Sennen School are looking to appoint a school secretary with financial responsibililty to start in September 2019. A usual working day is 8:30am – 4:00pm including a half hour lunch break. The school has the capacity to offer some flexibilty to suit the right candidate – a maximum 28 hours. For example: five mornings and two afternoons, four full days or five days with an early finish each day etc.

The successful candidate will:

* Provide administrative and clerical support to the school and be the first point of contact with the general public in person and by telephone
* Provide a professional and confidential secretarial and financial service for the school
* Have excellent communication & organisational skills
* Have proven experience working in an admin and finance role
* Have the ability to use IT effectively to undertake the necessary admin and record maintenance associated with the role
* Be able to work under pressure in a busy office
* Be able to share in the ethos and values of our school community
* Be enthusiastic and committed to the role

Sennen Primary School is a small, happy village school, at the heart of its community, with 76 children on roll. We pride ourselves on the friendly nature of the children and adults involved in the school. We would encourage candidates to visit our school website and then phone the school to arrange a visit to the school in person.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment, to this end successful candidates will be required to complete a number of employment checks including an enhanced Disclosure and Barring Service check.

School Information for Applicants



Sennen, Penzance, Cornwall, TR19 7AW

Telephone: 01736 871392

[secretary@sennen.cornwall.sch.uk](mailto:secretary@sennen.cornwall.sch.uk) [www.sennen.cornwall.sch.uk](http://www.sennen.cornwall.sch.uk)

Headteacher: Mrs Nichola Smith

**This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.**

Sennen School is a wonderful place to work and learn. Our school sits just above the beautiful cove and is a key part of the community. We include all aspects of our locality including the beautiful Sennen Beach within our learning wherever possible. We take an active role in St Just’s Lafrowda Celebrations, we work with the popular Sennen weekly market and make every effort to connect to local community organisations.

The school is committed to an ethos that every child really does matter, irrespective of their gender, background or ability and that each and every one can achieve their full potential in a safe, caring, happy and secure environment.

Sennen is a village school which caters for children between the ages of 4 – 11. We currently have three classes and 76 pupils on roll. We offer a rich & diverse curriculum, as well as a full programme of before & after-school activities and child care.  In 2017 we joined the Truro and Penwith Academy Trust and enjoy working collaboratively with our partner schools as well as having excellent links with Cape Cornwall secondary school which is also in the Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative curriculum and meet our motivated and engaged children.

**Please ring us and have a look around.**

**Mrs Nichola Smith - Headteacher**

**Welcome to Sennen School**

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| **Job Title:** | School Secretary with Financial Responsibilities |
| **Salary Range:** | £20,089 (£12,575 pro rata)  hourly rate £10.41  (Dependant on skills and experience) |
| **Hours:** | 28 Hours Per week  (hours to be agreed with successful candidate)  Term Time Only |
| **Responsible to:** | Headteacher |
| **Direct Supervisory Responsibility for:** | None |
| **Important Functional Relationships: Internal/External** | Internal: Headteacher, school management team, teaching and non-teaching staff, pupils, governors  External: Local Authority, Academy Trust Departments, other Schools and Colleges, Suppliers of goods and services, parents, visitors to the School |

**Job Description**

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| **Main Purpose of Job:** |
| * To provide administrative and clerical support to the School and to be the first point of contact with the general public in person and by telephone. |
| **Main Duties and Responsibilities:** |
| * To provide a professional and confidential secretarial and financial service for the school including word processing of correspondence, reports, publications and other documents as required * To meet and greet visitors in line with the school’s visitor’s procedure and receive and prioritise incoming telephone calls and deal with them appropriately * To organise and maintain the Headteacher’s diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications. * To organise all the school’s finance-related work appropriately, ensuring timely completion of all tasks and adherence to the school financial policies and procedures. * To update SIMS and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems. * To operate the school’s accounting system including order processing, accounts payable and receivable, reconciliations, petty cash, bank processing and report generation, working in close liaison with the Accounting Technician/School Bursar. * To be responsible for the production of school invoices relating to all school income generation and ensure the production and despatch of cheque payments for all authorised invoices prior to their due dates. To log details of payments and invoices are on the school’s financial accounting computer systems. * To prepare all monies and cheques received by the school for banking, adhering to the school’s cash and accounts security procedures. To monitor all payments received from debtors on a regular basis and to administer the receipt and banking of various monies. * To undertake associated personnel administration, including completion of staffing forms, monthly payroll reconciliation, governor claims for payment, organising supply teaching, overtime payments, travel and subsistence claims, liaising with Education Personnel as appropriate and maintaining staff files, ensuring confidentiality about such records. * To undertake the necessary administration associated with the School’s intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records. * To be responsible for the maintenance of electronic and manual records including completion of VAT returns, reports and statistics as required by Finance, the LEA and/ or other third parties and to attend meetings where appropriate * To be responsible for supervising support staff undertaking finance-related work or work related to secretarial activity, including training and familiarisation of the school’s accounting systems * To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings and absences * To liaise with the reprographics section and to monitor all reprographics/ photocopying costs ensuring appropriate charges are made to each school department/budget holder. * To support the schools wider administrative function by organising stock control and stationary, filing, maintaining office equipment, dealing with incoming and outgoing mail * During busy periods at the school this role may also support the processing of examination entries, student coursework and results |
| **General/Other:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the trust’s pupils at all times * To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance * To be aware of and adhere to all Trust policies and procedures * To be responsible for your own continuing self-development and attend meetings as appropriate * To undertake other duties appropriate to the post as required |

Person Specification

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| **Person Specification:** | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | GCSE’s or equivalent to include Maths & English at a C grade or above  NVQ in business administration or equivalent experience  Attainment of AAT qualification or equivalent experience | Admin or IT related qualifications at level 3  Typing and word processing certificates | Application |
| **Skills and Experience** | Good standard of practical knowledge, skills and experience of working in an office environment  A practical working knowledge IT applications, inclusive of word, excel and powerpoint  Excellent customer service and communication skills | Experience of working within a school or similar environment  Experience of SIMS | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Good typing and word processing skill  Knowledge of book keeping and maintaining accounts  Good oral & written skills  Strong organisational skills  Minute-taking skills  High level of accuracy and attention to detail  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities | Financial accounts experience | Application/Interview/Assessment |
| **Behaviours and Values** | Positive ‘can do’ attitude  Friendly disposition  Calmness under pressure  Caring and considerate approach to working with children |  | Application/Interview/Assessment |

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| **Special Conditions related to the post** |
| The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.  Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:  Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information  Receipt of two satisfactory employer references one of which must be from your current or most recent employer  Satisfactory verification of relevant qualifications  Satisfactory health check  All new employees will be required to undertake mandatory training required by the Trust. |

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| **How to apply:** | To down load an application pack or apply online please visit:  TPAT Website [**www.tpacademytrust.org**](http://www.tpacademytrust.org)or School Website **www.sennen.cornwall.sch.uk**  Please complete an application form in full and return to: [secretary@sennen.cornwall.sch.uk](mailto:secretary@sennen.cornwall.sch.uk)  Please note that we do not accept CVs. |
| **Contact details:** | Address: Sennen School, Sennen, Penzance, Cornwall TR19 7AW  E-mail: secretary@st-just.cornwall.sch.uk |
| **Closing date:** | Thursday 20th June 2019 Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful. |

For further information please visit Truro & Penwith Academy Trusts website at www.tpacademytrust.org

**TPAT Job Vacancy Application Form**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

**Please call 01872 267090 if you have any questions on how to complete this form or if you require it in a different format or language.**

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| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| School/Location: |  | | |

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| **About you** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | | |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work & Pensions) | |

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| **Qualifications achieved from secondary, higher and further education** | | | |
| **Age 11 -16:** | | | |
| School/college attended (with dates) and location | Level and number of qualifications (e.g. 10 O Levels) | Grade awarded | Year achieved |
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| **Post 16 education below degree level:** | | | |
| School/college attended (with dates) and location | Qualifications achieved with subjects | Grade awarded | Year achieved |
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| **Education at degree level and beyond:** | | | |
| Type of qualification (BA, BSc, Bed, Hons, MA PH.D etc) | University/college & subject title of qualification | Class or Grade | Year achieved |
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| **Teaching qualification (if not detailed above):** | | | |
| Name of qualification, age range, subjects qualified to teach | Name of training provider | Grade | Year achieved |
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| **Specific qualifications related to teaching and education:** | | | |
| Name of qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date achieved (dd/mm/yy) |
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| **Teacher Training (for teaching posts only)** | | |
| Do you have Qualified Teacher Status? | | Yes/No |
| Date achieved: | | |
| DFES GTC/Teacher reference number: | | |
| Statutory induction period (if qualified after 7th May 1999):- | | |
| Started: | Completed: | |
| Are you subject to any conditions or prohibitions placed on you by the GTC  (or other) in the UK? | | Yes/No |
| If yes, please enclose details with dates in a sealed envelope and attach to this form | | |

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| **Non award bearing professional development undertaken in last five years** | | |
| Name of provider | Title of course/training (e.g. first aid at work, child protection, risk assessments, etc) | Qualification/level of training |
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| **Your current or most recent employment** | | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | | |
| Employer name: |  | Job title: | |  |
| Employer address: |  | Salary: | |  |
| Start date: | |  |
| Leave date: (if applicable) | |  |
| Reason for leaving: |  | | | |
| If this is/was a teaching post, please provide: -  Type of school (delete as appropriate): nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state): | | | | |
| Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state): | | | | |
| Gender taught (delete as appropriate): boys/girls/mixed Number on roll: | | | | |
| Key stage(s) or year group(s) (if primary) taught: | | | | |
| Salary & salary point: | | | Additional allowances (TLR,SEN, R&R): | |
| Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc): | | | | |

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| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | |
| Dates  (dd/mm/yy) | | Name of school/employer and address  **or**  Reason for gap in employment | Job title, duties and responsibilities.  Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught | Reason for leaving |
| From | To |
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| **Safeguarding children, young people & adults** |
| We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all TPAT employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of TPAT.  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
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| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc. |
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| **Guaranteed Interview Scheme** |
| We are committed to improving employment opportunities for people with disabilities and have adopted the Jobcentre Plus’ Two Ticks symbol which demonstrates that we are “positive about disabled people”. An applicant with a disability who demonstrates that they meet the minimum requirements of an advertised position is entitled to an interview and will be considered on merit.  Do you consider yourself to be eligible for consideration under this scheme? |
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| **Selection requirements** |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know: |
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| **References** | | | | | |
| Please provide two references. Do not use friends or relatives. We will ask for references before your interview.  If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us or the school you are applying to. | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | | | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | | |
| Full name: |  | | Full name: |  | |
| Job title: |  | | Job title: |  | |
| Employer: |  | | Employer: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Telephone number: |  | | Telephone number: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Yes/No | Did this role involve working with children, young people and/or vulnerable adults? | | Yes/No |

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| **Declaration of criminal convictions** | | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be ‘spent’. You should also include details of any cautions, reprimands or final warnings. **Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from www.gov.uk/dbs** | | | | | |
| Have you ever been convicted of any criminal offence, whether ‘spent’ or ‘unspent’, as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending? | | | | Yes/No | |
| If yes, please provide details: | | | | | |
| Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become ‘spent’ immediately, must be considered in relation to this exempt post? | | | | Yes/No | |
| If yes, please provide details: | | | | | |
| Have you ever been barred or restricted from working with children or vulnerable adults? | | | | | Yes/No |
| If yes, please provide details: | | | | | |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.  I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that TPAT will request my authorisation for such a check to be made. | | | | | |
| **Signature:** |  | **Date:** |  | | |

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| **Disclosure of interest** | |
| Have you ever received a redundancy payment or pension from a local authority? | Yes/No |
| If yes, please give details including month and year: | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | Yes/No |
| If yes, please provide details: | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? | Yes/No |
| If needed, do you have a full current UK driving licence? | Yes/No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes/No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of TPAT your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of TPAT, or School Governor? | Yes/No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes/No |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? | Yes/No |
| If yes, please give details: | |

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| **How we protect your personal information** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes |

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| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

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| **CONFIDENTIAL**  **EQUAL OPPORTUNITIES MONITORING**  **This form must be completed and returned with all applications** | Tpact colour |

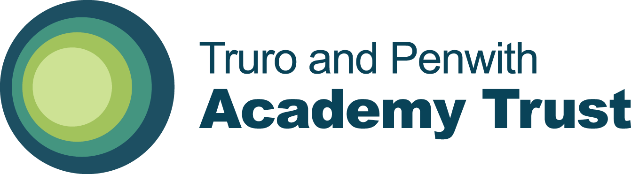
Truro and Penwith Academy Trust is committed to the principle of the development of policies to promote equal opportunities in employment regardless of workers’ gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request.

The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a short-list or making an appointment, but your co-operation in completing the following would be very much appreciated.

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| FULL NAME: |  | | |
| MAIDEN NAME: |  | | |
| POST APPLIED FOR: |  | | |
| CLOSING DATE: |  | | |
| VACANCY TYPE: | Full Time  Part Time  Term Time Only: Yes  No | | |
| **Details:** | | | |
| MARITAL STATUS: | Single  Married  Separated  Divorced  Widowed | | |
| GENDER: | Male  Female | | |
| DATE OF BIRTH: |  | | |
| AGE GROUP: | 16-20  21-30  31-40  41-50  51-60  61-65  65+ | | |
| **Disability Status:** | | | |
| The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.  Do you consider yourself under this definition to be disabled? Yes  No  If yes, please give details:  Is there any other information which you would like us to take into account with regard to your disability? | | | |
| **Vacancy Advertisement:** | | | |
| Where I saw the Vacancy Advertised: | | | |
| West Briton  Cornishman  TES | | TPAT Website  Internally | This is Cornwall Jobsite  From a friend/Word of mouth |
| FEJobs Online  Other(Please state): | |
| **Ethnic Origin:** | | | |

Please describe your ethnic origin by placing an ‘X’ in the appropriate box:

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| --- | --- | --- | --- | --- | --- | --- |
| **‘X’** | **Nationality** | **Culture** |  | **‘X’** | **Nationality** | **Culture** |
|  | Asian or Asian British | Indian |  |  | Mixed | White and Black Caribbean |
|  | Asian or Asian British | Pakistani |  |  | Mixed | White and Black African |
|  | Asian or Asian British | Bangladeshi |  |  | Mixed | White and Asian |
|  | Asian or Asian British | Other |  |  | Mixed | Other |
|  | Black or Black British | Caribbean |  |  | White | British |
|  | Black or Black British | African |  |  | White | Irish |
|  | Black or Black British | Other |  |  | White | European |
|  | Chinese | Chinese |  |  | White | Other |
|  | Chinese | Other |  |  |  |  |

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**CONFIDENTIAL -Safeguarding Form**

For more information, advice and guidance on safer recruitment, criminal record checks and the Disclosure and Barring Service, please contact the HR Manager Harriet Andrew on 01872 308172 or email [tpat@truro-penwith.ac.uk](mailto:tpat@truro-penwith.ac.uk)

**Please call 01872 03172 if you require this form in a different format or language.**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

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| **Safeguarding children, young people and vulnerable adults** |
| It is the responsibility of all employees to maintain awareness of policies and practices regarding the safeguarding of children, young people and/or adults who may be at risk. You should report concerns/allegations in accordance with corporate guidance procedures. This responsibility applies to all Council employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the Council.  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
|  |

**Criminal Convictions and Disqualification Declaration**

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| **SECTION A**  **Declaration of criminal convictions** | |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are ‘spent’.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/collections/dbs-filtering-guidance). | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any charges pending? | Yes/No |
| Have you ever been barred or restricted from working with children and/or vulnerable adults? | Yes/No |

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| **SECTION B**  **Childcare disqualification declaration** | |
| **If the following does not apply to you, please move onto section C** | |
| [Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:   * staff who work in early years provision (including teachers and support staff working in a school nursery and reception classes); * staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision; * staff who are directly concerned in the management of such early or later years provision.   You are also required to provide relevant information about any person who lives or works in the same household as you which may disqualify you ‘by association’. | |
| Have you or any member of your household ever been disqualified from caring for a child, including your own child?  (which are referred to in [regulation 4](http://www.legislation.gov.uk/uksi/2009/1547/regulation/4/made) and listed at [schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of 2009 Regulations) | Yes/No |
| Have you or any member of your household ever had your registration refused or cancelled relating to childcare, or children’s homes, or been prohibited from private fostering?  (as specified in [Schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of the 2009 Regulations) | Yes/No |
| Does any member of your household have any unspent convictions for certain violent and sexual criminal offences against children and/or adults?  [(See Table A – Relevant Offences)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/407788/disqual_stat-guidance_Feb_15.pdf) | Yes/No |
| Has any member of your household ever been barred from working with children? | Yes/No |
| Have you or any member of your household committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom? | Yes/No |

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| **SECTION C**  **Further information and declaration** | | | | | | |
| If you have answered yes to any of the above questions, please provide further information below: | | | | | | |
| **Declaration:**  I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.  I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks. | | | | | | |
| **Signature (applicant):** | |  | | **Date:** |  | |
| Print Full Name: | |  | | | | |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | | |  |

**Thank you** for taking the time and effort to complete this form. The role information supplied will say where it should be returned.

**Please make sure that you complete the application and equal opportunities monitoring forms and return the paperwork together.**

For official use: Approved/Refer to Occupational Health Medical Advisor – by Harriet Andrew (TPAT HR Manager) Truro Penwith College, Allen Building A212, College Road, Truro, TR1 3XX

Signed ................................................................................ Date Received .......................................

**Letter from Chair of the Board of Trustees**

**Ellen Winser MBE**

Chair of the Board of Trustees

Truro and Penwith Academy Trust

Thank you for your interest in this opportunity to join the Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established early in 2014. During a sustained period of growth, the Trust has expanded and now includes twenty eight schools. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped in three main clusters in the Truro area, West Cornwall and the Clay Country.

The Trust is innovative and dynamic and works in partnership with the Cornwall Teaching School and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in the Trust benefit from the considerable expertise of Truro and Penwith College which can help to identify cost effective and local solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all in a safe and welcoming environment where children and young people are respected and feel valued.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this challenging role we look forward to receiving your application.

**Ellen Winser MBE**

**Chair of the Board of Trustees**

**Truro and Penwith Academy Trust**



**Useful Information**

We hope you find this pack provides all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally, or to arrange a visit please contact:

Nichola Smith – by email [**head@st-just.cornwall.sch.uk**](mailto:head@st-just.cornwall.sch.uk%20) or tel. 01736 871392

Please note that CVs will not be accepted.

Application packs can be downloaded from[**www.tpacademytrust.org**](http://www.tpacademytrust.org)

**Closing Date:**

Completed applications to be returned to[head@sennen.cornwall.sch.uk](mailto:head@sennen.cornwall.sch.uk) **by Friday 20th June 2019**

**Shortlisting**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

**Interviews** will be held on **Friday 28th June 2019**