

RECRUITMENT INFORMATION



Sapientia Education Trust adheres to the statutory guidelines provided in the Department for Education document “Keeping Children Safe in Education” dated September 2018 and therefore, prospective candidates applying for posts at the Trust must complete the information requested fully. Successful candidates who are provisionally offered a post with the Trust will not be able to start work until two satisfactory references, an enhanced DBS check, health check and other pre-employment checks, including safeguarding checks are in place. Attendance at a mandatory Trust safeguarding training session will also be a pre-requisite of starting work.

APPLICATIONS

Applications should be submitted on the Sapientia Education Trust Application Form. Please do not use Norfolk County Council application forms. The Sapientia Education Trust Application form can be downloaded from www.se-trust.org via the “Vacancies” tabs. Application forms can also be requested to be sent electronically or by post by emailing the school advertising the vacancy and the school websites will also have application forms available.

Applications must include a covering letter of no more than 500 words and a completed recruitment monitoring form, as specified on the Application Form. Application Forms must be fully completed, particularly the employment history section and reasons for any breaks in employment. NI numbers must be filled in along with Teacher numbers, where applicable.

Sapientia Education Trust reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

Applications must be received by the date specified on the advert. Email applications are acceptable. Late applications will only be considered in exceptional circumstances at the discretion of the Trust.

Applications should be sent to the school advertising the vacancy in accordance with the contact details provided on the advert and the job description.

REFERENCES

The application form requires two referees to be nominated. It is expected that referees will be the candidate’s current/most recent employer and another employment reference. Where two employment references are not possible, because the candidate does not have two previous employers, a character reference based on voluntary work or some similar activity may be acceptable. Where a candidate has no previous employment, a school or university referee should be nominated. Please do not nominate a relative or friend who only knows you socially as a referee and please specify how the referee knows you on the form.

For teaching staff applicants, the first referee must always be the applicant’s current Headteacher/Principal. If the applicant is not currently working as a teacher, one referee must be the applicant’s last Headteacher/Principal. Please do not nominate other school leaders or Heads of Department in lieu of the Headteacher/Principal and, if this is the case, the Trust reserves the right to contact the Headteacher/Principal of the applicant’s school if a reference is required.

Sapientia Education Trust will normally approach your referees only if you are shortlisted and offered an interview.

References are then routinely requested once you have accepted the invitation to interview. Only in exceptional circumstances would we approach your referees before you are shortlisted for interview and only if you have given permission on the form.

An interview can only proceed once the Trust is in receipt of the requested references. Please do not request or obtain your own references as we cannot accept references that we have not requested, received directly from the referee and subsequently verified.

If you are offered a post within the Trust, the offer will be subject to two satisfactory references. If the references are not satisfactory in the Trust's view, the offer may be withdrawn.

INTERNAL APPLICANTS

Internal applicants are required to complete an application form in full and nominate two referees, one of which must be their current line manager.

EQUAL OPPORTUNITIES

Sapientia Education Trust welcomes applications from all sectors of the community.

SAFEGUARDING CHECKS

All successful candidates must be prepared to undergo screening to confirm their suitability to work with children and young people. This is carried out via a Disclosure & Barring Service (DBS) check and includes a Criminal Records check and a Children's Barred List check.

Candidates who have previously been permanently resident abroad and foreign nationals will be required to obtain a Police Criminal Records check from the country/countries where they have lived.

INTERVIEWS

Shortlisted candidates will be invited to interview after the closing date for applications. Candidates will be interviewed by a panel of senior staff.

The interview date is normally a fixed date and will be notified on the advert where possible. Following your invitation to interview, more details will follow in a full recruitment programme.

When you attend the interview or recruitment event, you will need to bring ID documents with you, so that we are able to start your DBS check if you are the successful candidate. Please bring with you **three ID documents** as follows:

- Current Passport.
- Driving Licence Photo-card (provisional licence is acceptable) showing your **current** address (the paper counterpart is no longer required)
- Birth Certificate or Marriage Certificate.
- If you are unable to provide any of the above, then please bring a utility bill, bank statement or HMRC correspondence which has your current address on and which is **dated less than 3 months ago**. Alternatively, your last P60 for the end of the last tax year or your council tax bill for the **current year** would be acceptable.

In addition, the following documents will also be required, if applicable:

- Non-EU passport holders need to provide proof of their right to work in the UK.
- Teachers will be required to bring their degree certificates and QTS certificate.
- Nurses will be required to bring their registration card and PIN number.