



NOTES FOR APPLICANTS

Please read these notes alongside the job advert, job description and person specification before completing your application.

Application Form

Please complete the school's application form and explain how your experience, skills and qualifications meet the person specification. A CV may accompany your application but will not be accepted in place of the application form.

Account for all your time since leaving full-time education, including employment, part-time work, voluntary work and self-employment. Explain any gaps in your education or employment history and provide reasons for leaving previous roles.

If you submit your application electronically, you will be asked to sign a hard copy at interview to confirm that the information is accurate.

Submit your application by the deadline and using the method stated in the advert. Recruitment records for unsuccessful applicants will normally be retained for six months after the post has been filled, then securely disposed of in accordance with the school's retention arrangements.

References

Provide details of two referees who know you in a professional capacity and can comment on your suitability for the post. Include their role, organisation, full postal address and official work email address, where available. Personal references from relatives or friends are not suitable.

One referee should be your current employer or, if you are not currently employed, your most recent relevant employer. If you previously worked with children but do not currently do so, we will also seek a reference from your most recent employer in work with children.

References will be requested directly from referees, before interview wherever possible. We do not accept open references or rely on references supplied by applicants. We may contact previous employers to clarify relevant information.



References will seek factual information about your work and suitability to work with children, including relevant substantiated safeguarding concerns or allegations that meet the harm threshold. Allegations that are unsubstantiated, unfounded, false or malicious should not be included. Any concerns will be explored and resolved before an appointment is confirmed.

Interviews

If invited to interview, please bring evidence of your identity, including photographic identification, and original documents confirming the qualifications relevant to the post. Your invitation will explain what documents are required. Please contact the school if you need advice about suitable evidence or any reasonable adjustments to take part in the recruitment process.

As part of recruitment due diligence, we will undertake an online search of publicly available information about shortlisted candidates. Relevant findings may be discussed with you at interview, giving you an opportunity to explain or clarify them.

Disclosure Form

Only candidates who are shortlisted and invited to interview should complete the Disclosure Form. Do not complete or return it with your initial application. Please follow the confidential submission instructions in your interview invitation.

The form asks for relevant information about your criminal record and any other information that may affect your suitability to work with children, subject to the applicable disclosure and filtering rules.

For posts eligible for a standard or enhanced DBS check, certain spent convictions and cautions are protected. Protected convictions and cautions do not need to be disclosed and, if disclosed, cannot be taken into account. Please use the current GOV.UK DBS filtering guidance to check what must be declared: www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide.

Having a criminal record does not automatically prevent appointment. Any information that can lawfully be considered will be assessed in relation to the role, the circumstances and safeguarding responsibilities. Disclosure information will be handled confidentially and shared only with those who need it for the recruitment process.

Pre Employment Checks

Cathcart Street Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks in accordance with Keeping Children Safe in Education.

Checks will include verification of identity, satisfactory references, the right to work in the UK, relevant qualifications and an appropriate enhanced Disclosure and Barring Service (DBS) check. A children's barred list check will be carried out where the role involves regulated activity. It is an offence for a barred person to apply for or undertake regulated activity with children.

Additional checks will be undertaken where relevant to the post or the applicant's circumstances, including teaching prohibition, childcare disqualification and checks relating to time spent living or working overseas.

We must establish your right to work in the UK before employment begins, using an appropriate Home Office checking process. We will explain the evidence or information required and retain the necessary record of the check.

Offers are conditional until the required checks have been completed satisfactorily. Providing false information or deliberately withholding relevant information that you are legally required to disclose may result in an application being rejected, an offer being withdrawn or disciplinary action if employment has begun.

Outcome and Feedback

If you have not heard from us within six weeks of the closing date, please assume that your application has not been shortlisted. We do not normally provide feedback at this stage. Candidates who attend interview may request feedback from the School Business Manager.

Further Information

For questions about your application, to arrange a school visit or to discuss reasonable adjustments, please contact businessmanager@cathcartstreet.wirral.sch.uk.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates.