



HRH The Earl of Wessex, **Royal Patron**

**Chetham's School of Music**, Long Millgate, Manchester, M3 1SB  
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Chetham's  
School of Music

## **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE**

### Application Form

- Applications will only be accepted from candidates completing the Application Form in full.
- CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Where appropriate the successful applicant will be required to undertake a Disclosure from the Disclosure and Barring Service (DBS) at the Enhanced Level.
- Candidates will be asked to read and to sign to confirm acceptance of the Disclosure and Barring Service Privacy Policy and to confirm they are willing to consent to the School as the registered body, obtaining an enhanced check of their current DBS status.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared in line with the Disclosure and Barring Service Filtering rules (applies from 10<sup>th</sup> March 2014).

- The School will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. They will also be asked to confirm that they are completely satisfied that you are not involved in "extremism". This is defined as being vocal or active opposition to fundamental British values and democracy.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- Data will be processed, stored and destroyed in line with the School's Data Protection policy, GDPR and the Data Protection Act 2018.

Reg. Charity No: 526702

## Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which will be explored will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. **Photocopies or certified copies are not sufficient.**
- All candidates invited to interview must also bring with them their **passport**. If you do not have a UK or EEA passport please contact the HR Officer on 0161 834 9644, for further information. **Any change of name** details must also be proven, i.e. marriage, divorce, Deed Poll name changes will require original documented proof, eg, birth, marriage certificates, absolution of marriage, Deed Poll document etc.

## Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- Receipt of at least two satisfactory references (if these have not already been received).
- Verification of identity and qualifications.
- Prohibition checks for Teaching/EEA Sanctions and where applicable Management/Leadership.
- A satisfactory enhanced DBS Disclosure & Barred List check.
- Where the successful candidate has worked or been resident overseas for more than 3 months over the last 5 years such checks and confirmations as the School may require in accordance with statutory guidance.
- Verification of medical fitness to carry out the duties of the post applied for in accordance with DfE advice, "**Registration of Independent Schools 2016**", as identified in the Education (Independent School Standards) Regulations 2014 and the Independent Schools Inspectorate Regulatory Requirements.
- Satisfactory completion of the probationary period.

## **WARNING**

Where a candidate is:

- found to be on the Barred List or Prohibition Lists for teaching or management or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

this could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Teaching Regulation Agency or the relevant Safeguarding Partnership, e.g. Manchester Safeguarding Partnership, MSP, and/or LADO, as part of the "Working together to Safeguard Children" legislation.