**Braywick Court School Application Procedure**

The closing date for applications is Monday 29th September 2014 at 12 noon with **interviews taking place on Monday 6th October 2014**. The position is available ASAP.

**Job Description & Person Specification**

A detailed job description and person specification is attached.

**Application Form**

All potential candidates are requested to complete the application form along with providing a letter of application.

**Reference & Monitoring Form**

All potential candidates are requested to complete the reference and monitoring form. The school will contact the references prior to interviews. One reference provided must be your present or most recent employer.

**Interviews**

Interviews are with the Headteacher and Head of EYFS at Braywick Court School. An observation will form part of the assessment process, details will be provided if you are successful in being shortlisted.

The interviews will be held on **Monday 6th October 2014**, please ensure you are available on this date.

**Salary**

The salary for this post is £8.96 hourly.

**Candidates**

We are looking for individuals to join our friendly team to provide a range of fun activities in a nurturing environment during lunchtimes and at after school club and get involved in school life during the afternoons.

This is a fantastic opportunity for people looking for experience in a school or Early Years setting.

**Procedure**

Visits to the school prior to submitting an application are strongly encouraged, please email [office@braywickcourtschool.org.uk](mailto:office@braywickcourtschool.org.uk) or call 01628 782562 to arrange an appointment.

To apply for the post, complete the job application form and reference & monitoring form, you should feel free to add or attach additional information you may feel is relevant. Candidates who do not complete the Braywick Court School application form will not be considered.

Full contact details for two professional and relevant references must be included as all references will be contacted for shortlisted candidates prior to interview.

**Safeguarding Children**

Braywick Court School is committed to safeguarding the welfare of our children and follow Safer Recruitment in Education practices. Successful candidates must be willing to undergo checks with previous employers, an enhanced DBS check, an identity check and to complete a self-certified medical form.

**Declaration of Previous Convictions**

Notwithstanding the Disclosure process, all candidates for employment must declare any previous convictions whether they are ‘spent’ or not before attending an interview or taking up a conditional offer of employment at the School. Certain previous offences such as the abuse of children and seriously violent and disruptive behaviour will preclude employment in the school. However, the nature of other offences will be considered on their individual merits and proper notice will be taken of the degree of seriousness of the offences, the circumstances and the time frame. These factors will be weighed against the nature of the appointment and its responsibilities. The school is conscious of the need to accept ex-offenders into employment whenever possible in order to play its part in the rehabilitation process, but the wellbeing of the children and fellow employees will always remain the overriding consideration.

Please submit information in confidence enclosing details in a separate sealed envelope which will be opened by the Headteacher, Gemma Donnelly and subsequently destroyed.

**Prevention of Illegal Working**

All candidates attending interview will be required to produce Proof of Identify, Right to Work in the UK and Proof of Address (less than 3 months old) documents.

**Equal Opportunities**

Braywick Court School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.