

Recruitment Guidance for Applicants

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We value diversity and strive to build a workforce that reflects the communities we serve. We welcome applications from all backgrounds and encourage disabled candidates to apply.

Making an application

We follow safer recruitment principles as outlined in the current Keeping Children Safe in Education statutory guidance.

Applications are submitted online via our recruitment platform, MyNewTerm. CVs are not accepted. If you have any problems completing the application, please contact HR@abbeytrust.org.

Application forms may differ depending on the post you apply for but will always ask for the key information we require to consider your initial suitability, including safeguarding-related information. You will be asked to provide a full education and employment history, including unpaid or voluntary work. Any gaps in education or employment must be explained, for example travel, a career break or unemployment.

All candidates will be asked to complete, e-sign and date the declaration as part of the online application.

The supporting information section forms an important part of your application and can be used to demonstrate how your experience and skills match those outlined in the job and people profile. Use specific examples and include relevant experience gained outside of paid employment if appropriate.

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

References

As part of your application, we require the details of two suitable referees. Wherever possible, these will be sought prior to interview. Two satisfactory references must be received prior to confirmation of an offer of employment. Please read below for details of what will be accepted as an acceptable reference.

Shortlisting and selection

The shortlisting panel will base their decision on who will be invited to a selection event solely on key criteria outlined in the people profile; the same criteria is used for all applicants. Personal information is excluded to ensure fairness.

Selection events may include interviews, written exercises and other relevant tasks appropriate to the role. This helps us assess candidates fairly against the requirements of the post. As part of the selection process, we will assess your skills and knowledge and ask specific questions about your suitability to work with children and your commitment to our mission to work in partnership to educate, nurture and empower.

Shortlisted candidates will receive an invitation to the selection event via MyNewTerm after the closing date. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted on this occasion. Due to the volume of applicants, we are unable to provide feedback to non-shortlisted candidates. If you do not receive an invitation to interview, we thank you for your interest in the post and our Trust.

At interview, candidates may be asked to clarify any matter within their application, including any gaps or inconsistencies that have been identified.

Disabled candidates

We encourage applications from disabled candidates. Please indicate within your application if you consider yourself disabled. Disabled candidates who meet all other selection criteria, will be shortlisted.

If you require reasonable adjustments in order to enable you to access the selection event, please ensure you let us know at the point of receiving the invitation.

Disclosure of criminal records

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from this Act. The Rehabilitation of Offenders (Exceptions) Order 1975 and subsequent amendments (2013 and 2020) provide that certain spent convictions and cautions, are protected. These are not subject to disclosure to employers and cannot be considered. Guidance on the filtering of these cautions and convictions can be found [here](#) or [here](#).

Shortlisted candidates will be asked to disclose details of all unspent convictions and any convictions or cautions that are not protected under the filtering rules prior to the interview directly via MyNewTerm. You may be asked for further information about your disclosures during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Failure to disclose unspent convictions when required as part of the application process will be considered a serious matter and may result in the withdrawal of an offer, disciplinary action or dismissal. Any concerns will be discussed with the applicant/employee prior to a decision being made.

A copy of our Recruitment of Ex-offenders Policy is available via our [vacancies page](#).

Online searches

In line with Keeping Children Safe in Education, we will carry out an online search for all shortlisted candidates as part of our due diligence. The purpose of the search is to identify any information that may be relevant to the candidate's suitability to work with children.

Offers of employment

Offers of employment are conditional on successful completion of pre-employment checks in line with the current Keeping Children Safe in Education statutory guidance. You are advised to read this section and ensure that you can provide the correct documentation and evidence before submitting your application.

Offers will indicate details about the nature of employment and the salary being proposed.

Pre-employment checks

References

At least one reference must be from your current or most recent employer and must be completed by a senior person with appropriate authority. If this is not the headteacher, the headteacher will need to confirm that the reference is accurate in respect of disciplinary investigations and safeguarding matters. We will request information relating to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children, including any child protection allegations or issues of a similar nature. We will also compare the information provided by your referee against your application form. Open references, for example those addressed 'to whom it may concern', will not be accepted.

If you are not currently working with children, but have previously done so, then you must provide a referee from the last post where you worked with children.

References will be requested via MyNewTerm. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. We will ensure that reasonable steps are taken to verify references received electronically.

Disclosure and Barring Service

Employment within Abbey MAT is subject to an enhanced check with the Disclosure and Barring Service, including a children's barred list check where the role involves regulated activity with children. All required checks must be satisfactory before any offer of appointment can be confirmed and before commencement of employment. Successful candidates will be asked to complete an electronic application and provide original [supporting documentation](#).

A separate children's barred list check may be undertaken only where it is permitted and required before the enhanced DBS certificate is available.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relating to children.

Identity and right to work in the UK

We must verify your identity and check that you have the right to work in the UK. Candidates will be asked to provide documentation at interview. This must include photographic proof of identity. Guidance on how we will carry out the right to work check can be found [here](#).

Qualifications

Shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview, including proof of Qualified Teacher Status (if applicable). These will be copied and retained on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies.

Medical assessment

A satisfactory medical assessment will be required for all staff before we can confirm any offer of employment. This will include verification of a candidate's mental and physical fitness to carry out the role.

Other checks

- A person who is prohibited must not be appointed to a role that involves carrying out teaching work (as defined in the Teachers' Disciplinary (England) Regulations 2012). We will undertake **prohibition checks** to ensure that a candidate has not been prohibited from teaching work in accordance with the Regulations, via the Employer Online Access Service.
- Consideration may be given to undertaking a **section 128 check** where the post advertised meets the specified criteria to be considered a management position. This check will establish whether a candidate is prohibited or restricted from participating in the management of an academy.
- Where a candidate has lived or worked abroad in the past five years for a period of three months or more, an appropriate **overseas check** will be carried out.
- **Childcare disqualifications checks**, in accordance with the Childcare Act 2006 and related regulations, may be required for relevant roles. Where this applies, candidates will be asked to complete a declaration confirming that they are not disqualified from working in the relevant childcare provision.

Onboarding and induction

Successful candidates will be supported through a comprehensive onboarding and induction process. This will be provided at Trust and academy level and will ensure new employees are able to access the correct training, policies and expectations as well as understanding the culture and expectations in the role. Employees will be offered the opportunity to further develop their professional knowledge by participating in local training events and, where possible and appropriate, may be supported towards further qualifications.

General Data Protection Regulations (GDPR)

Your personal data will be treated in accordance with GDPR. Our privacy notice as well as our Data Protection Policy and Retention Schedule are available [here](#).

Trust and academy specific policies

Abbey MAT has a suite of policies to support safeguarding and maintain and uphold our values:

Child Protection

Each academy has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with the academy specific child protection policy.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

We believe that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the wellbeing of all its employees and students. Our Staff Code of Conduct outlines the standards expected of all colleagues.

Abbey Multi Academy Trust regard everyone working within our academies as a role model to our students. As such employees should conduct themselves with integrity, impartiality and honesty at all times. Employees have an absolute duty to promote and safeguard the welfare of children. Registered teachers are also bound by the Teachers' Standards and the professional expectations that apply to their role. Abbey Multi Academy Trust expects everyone working within our academies to conduct themselves with integrity, impartiality and honesty and to act as positive role models for pupils.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably because of a protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

If you have any questions about the application process or need further information, please contact the person named in the advert or HR@abbeytrust.org. For further information about our Trust please visit our website.