



Soar Valley College Finance Assistant



ASPIRE ENJOY ACHIEVE

SOAR VALLEY COLLEGE
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Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

ASPIRE ENJOY ACHIEVE

Finance Assistant

Salary Scale:	Grade 4 Points 7 - 10 Actual Salary pro rata	£ 22,369 - £24,054 £ 20,790 - £22,807
Hours of Work:	37 hrs per week x 42 weeks p.a. Precise daily hours negotiable, to include term time and training days	
	1554 hrs pa 92.94% FTE	

This is an excellent opportunity for a suitably experienced person to join our finance team in the position of Finance Assistant. The successful candidate will be a key member of the team, carrying out duties relevant to the finance function of the school in order to provide effective systems, accurate information and a controlled budget. The successful candidate will have knowledge and experience of finance processes, but experience of school-specific software and/or procedures is not essential. You will be able to work independently in a fast-paced environment, whilst also relishing being part of a high-performing team, and will be efficient, precise and thorough in your work.

Soar Valley is on the brink of converting to an academy and establishing a Multi Academy Trust, so the successful candidate will join us at a crucial time, and one where systems are changing. You will contribute to shaping the systems for the Trust and developing policy and practice.

The school is a great place to work, an Ofsted rated Outstanding school where outcomes for students are very high, and one where the caring ethos inspires success for all. Our staff team is very stable with low turnover, which in itself, speaks volumes.

Further details are available on our website. Should you require any further information or have any queries, please contact Smita Stone, SLT PA ssstone@soarvalley.leicester.sch.uk

Closing Date: 9am Thursday 16th March 2023

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts are subject to an enhanced Disclosure and Barring Service check.



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March 2023

Dear Applicant

Finance Assistant

Thank you for your interest in the above vacancy at Soar Valley College. This post represents an exciting opportunity to join our successful school and exceptional team of support staff who go to great lengths to ensure every child can and does succeed in education.

We are looking to appoint an enthusiastic individual who is efficient and hardworking, and has excellent communication and interpersonal skills. Experience of working in a school is desirable but much more important for us is to have the 'right person', someone who will fit into the team and our school.

We are looking to build and develop our finance team as we form, and then look to grow, a multi-academy trust. The successful applicant for this post will be able to contribute to shaping policy and practice as we move forward.

As a school we have a unique ethos, and our staff are a very cohesive team. We value effort above all else with students; all can achieve, and they do! The staff work here very effectively together and achieve excellent outcomes for our students, of which we are very proud. Even more pleasing though, are the superb relationships we have in the school, between all, which make it a great place to work.

Further information in respect of this vacancy and the school can be found on our website, which will assist you in completing your application, including the relevant forms and job description. I hope you find this of interest and look forward to receiving completed application forms and supporting letters by 9am Thursday 16th March 2023, returned to me via my PA, Smita Stone, on sstone@soarvalley.leicester.sch.uk

If you would like any further information regarding the post please do not hesitate to contact Smita at the school, either by email or phone 0116 2688441.

Once again thank you for showing an interest in the post and I look forward to receiving and reading your application.

Yours faithfully

Julie Robinson
Principal



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Soar Valley College – General Information

We are justifiably proud of our school, in particular the caring, inclusive ethos, our high standards and our achievements. Our school motto of 'Aspire, Enjoy, Achieve' is more than just words. It really does sum up our ethos; that of working with every individual to ensure they do the best they possibly can in a supportive environment rich with opportunities. More on this can be read in our prospectus, which is available on the school website www.soarvalley.leicester.sch.uk

We are an outstanding 11-16 community, comprehensive school in the city of Leicester with approximately 1560 students on roll currently, and are heavily over-subscribed every year with more first choice applications than places available, despite increasing our PAN from 255 to 312. Students come from very diverse ethnic, cultural and religious backgrounds, which contributes to our unique ethos, with the vast majority (around 90%) coming from ethnic minority backgrounds. Most of our students have a first language which is not English and over a third qualify as Pupil Premium.



As part of the first wave of the BSF programme in Leicester, we moved to a new building in 2009. Our highly impressive school building offers excellent accommodation and facilities for all areas of the curriculum and the local community. We also have our own Training Centre, which is used for a wide range of activities and has proved to be extremely successful.

"A distinct feature of the college's culture in creating a very purposeful environment for learning is the excellent relationships between the teachers and the students. One student summarized the feeling of others: 'It's not just the teachers, it's all the staff.' Students feel that the staff make time and get to know them very well." (Ofsted 2014)

Achievement is impressive. When students start at the College, their prior attainment is below or at national averages. However, outcomes at the end of Key Stage 4 are significantly above national averages. Both attainment and progress measures are very strong. A Progress 8 figure of +0.5 in 2019 (the last year of performance tables) illustrates these high levels of achievement, and this year's results (2022) have exceeded all expectations with some of our best ever results and an even better Progress 8 score of +0.74, putting us amongst the best schools in the country!

Attendance is also excellent, in the top 20% of schools nationally and amongst the best in the city of Leicester. The vast majority of our students, round 98%, go on to Further Education or training, mainly at local Sixth Form Colleges.



Our most important asset is our staff. We recognise this and invest in making sure staff are well developed, supported and CPD is a key feature of our work, building on current practice. It is recognised as a real strength with a multi-faceted programme for staff at various stages of their career and to meet particular needs.

We have taken several measures to reduce workload for staff, and feedback is always positive. A copy of the Wellbeing Charter compiled by staff is included in this pack.

Many of our staff have been promoted internally, a reflection of both the fact they wish to stay and of the development they receive.

“Teaching is exemplary. Almost all curriculum areas have examples of outstanding teaching. Teachers have very high expectations and they use imaginative activities in order to ensure students make substantial progress.” (Ofsted 2014)

Another significant strength of the College, of which we are very proud, is the range and quality of the extra – curricular activities that staff offer. Opportunities are too numerous to mention here but we have, for example, a thriving Duke of Edinburgh programme, an extensive sports programme and are also very active within performing arts. Trips and visits are numerous. We are proud of the fact that we were the first school in the county to gain the Quality in Study Support Award at each level which recognises this outstanding provision. We have very strong links with our feeder primary schools through both curricular and extra-curricular activities.



“Students are proud to belong to the college. They demonstrate outstanding behaviour and attitudes to their learning. There is a great level of maturity and respect towards all learning. Students’ tolerance for each other and their ability to listen are excellent.” (Ofsted 2014)

We also have a wide range of activities on site in the evenings and at weekends that benefit the wider community. The College is open until 10pm most evenings and until 4pm at the weekends with the facilities mainly booked for sporting activities. A number of events are also held at the college by various faith communities. Parents

are generally very supportive of the College and the benefits that it brings for their children, with students making an outstanding contribution to their community.



We have been the 'hub' school for mathematics development across the city for many years, and we hold regular meetings for all heads of department across the city, along with an annual CPD conference. Soar Valley is now also the Hub school for Science and Art, a reflection of the high quality leadership at all levels.

Most secondary and special schools in Leicester belong to the Education Improvement Partnership (EIP) which is an alliance of schools in Leicester to offer support and challenge to each other, and the office for which is situated within our Training Centre. The partnership is very strong and brings a number of distinct benefits to the city and member schools.

"The leadership of teaching is very strong; much of the teaching is outstanding and the vast majority is consistently good." (Ofsted 2014).



Thank you for your interest in our school. We believe it is a unique place, one where staff and students are proud to belong. Please do look at our website and our twitter page @soarvalley16 to gain more information and a flavour of what we are about. Visits are welcomed; please just contact us.

October 2022



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JOB DESCRIPTION

Finance Assistant

Salary Scale:	Grade 4 Points 7 - 10 Actual Salary pro rata	£ 22,369 - £24,054 £ 20,790 - £22,807
Hours of Work:	37 hrs per week x 42 weeks p.a. Precise daily hours negotiable, to include term time and training days	
	1554 hrs pa 92.94% FTE	

Overall Purpose of the Post

Under the direction of the Finance Manager, carry out duties relevant to the finance function of the college in order to provide efficient systems, accurate information and a controlled budget.

DUTIES AND RESPONSIBILITIES

- To assist in the preparation, monitoring and review of annual budgets.
- To issue receipts and prepare and complete banking of school income.
- To assist in bank reconciliations and accounts, recording and maintaining financial and expenditure data on to financial systems.
- To develop, monitor and maintain the college asset inventory records as required by school management and the governing board.
- To develop and maintain other financial records/reports and prepare reports as necessary to provide information for the Finance Manager, management team and the governing body.
- To process official purchase orders in line with school policy and good practice.
- To check and record supplier invoices, prepare for authorisation and clear for payment as required.
- To ensure that invoices for income due to the school are prepared, recorded and sent out at the earliest opportunity.
- To develop good working practices with the Finance Manager to ensure that works are carried out in an accurate, efficient and timely manner.
- To ensure the accurate and timely completion of information for statutory DfE returns as requested by the Finance Manager.
- To deal with queries, under the direction of the Finance Manager, in an efficient and timely manner.
- To ensure that the school adheres to all statutory requirements in respect of taxation.
- To assist the Finance Manager and school senior management team with all aspects relating to the school's finance function and to report any problems in a timely manner.
- To undertake day to day basic financial checks, petty cash and processing of payments.
- To deal with basic finance queries from staff, suppliers and parents.
- To negotiate and recommend suppliers regarding the ordering of goods and services and undertake inventory of equipment and materials when required.

- Process and recharge departments for minibus usage and reprographics service.
- Assist the Finance Manager with monthly lunchtime duty sheets.
- Assist Business Manager in respect of managed services; e.g. logging calls, maintaining records and producing/analysing data.
- To manage third party bookings for sports, classrooms and other facilities including the Training Centre.
- Liaise with relevant individuals and groups, internally and externally, regarding payments and invoices for hire of facilities.
- Other duties as deemed appropriate and relevant to the post by the Finance Manager/Business Manager.

The duties outlined in this job description do not necessarily give a comprehensive definition of the post and may be reviewed and amended within the grading of the post at any time, after conversion to a Multi Academy Trust and in consultation with the post holder.

Soar Valley College shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximize opportunity, minimize risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a CRB Disclosure check.

Non-teaching posts at Soar Valley College are evaluated, for equal pay purposes, using the Leicester City Council 'Single Status Agreement ' and this job description is the College's addendum to the relevant ('closest fit') 'generic' job description used to evaluate the grading of the post.

Any issues arising in respect of 'equal pay' will always be dealt with by reference to the 'generic' job description and not the College addendum.

The relevant 'generic' job description for this post is 'Bursar/Finance Officer level 2)', Post No. E9016d This job description can be obtained via the LCC Extranet or via the college Administration Manager upon request.

Person Specification

	Job requirement - Essential (E)/Desirable (D)	E/D
Training and Education	A level of literacy and numeracy sufficient to carry out the duties of the post Administrative/Finance qualifications e.g. AAT or equivalent experience and knowledge	E E
Experience	Clerical / administrative experience Experience of working in an office environment Knowledge of basic finance processes e.g. orders, invoices, cash, etc. Experience of school software packages, such as SIMS/FMS/Sage 200 Knowledge of and proficiency in word processing and spreadsheets Knowledge of extracting and analysing data from a mixture of manual and computer sources Knowledge of school administrative policies and procedures Experience of monitoring income and expenditure and maintaining accounts. Knowledge of MAT/academy finance procedures.	E E E D E E D E D
Equal Opportunity	Willing and able to deal with staff, external agencies, young people, parents and others from a variety of backgrounds Must be able to recognise discrimination in its many forms and willing to put the school's Equality Policy into practice.	E E
Other Skills	Excellent interpersonal and communication skills. Able to organise own work and meet tight deadlines. Able to work efficiently, accurately and quickly. Able to work as part of a team and independently. Have good attention to detail.	E E E E E
Other conditions	Willingness to undertake training and further qualifications as and when necessary. Must be prepared to work occasionally out of school hours to support the school. Must satisfy all relevant pre-employment checks.	E E E
Qualities	Reliability. Honesty. Hardworking. Efficient, able to work quickly and accurately, and under pressure.	E E E E

Soar Valley College



Our Staff Wellbeing Charter

Introduction

Our school motto is not just three words, really does mean something, and we believe Soar Valley has a unique ethos.

Aspire – we aim high and expect everyone to do so, students and staff alike. Our mantra of ‘effort is everything’ means all can succeed, and they do. Each child is encouraged to be the best version of themselves, and the same is true of our staff, who are fantastic!

Enjoy – we aim to make the school and work experience as enjoyable as possible. Working in education can be fast-paced and demanding, it is important to have fun too!

Achieve – we are a highly successful school, and that is not all about exam results. Our staff turnover is very low, and there are even those who have come back. All are highly valued; without any one person, the school would not be as effective, we are indeed the sum of our parts.

This means that we take the wellbeing of our staff seriously.

We recognise that staff who are valued are at the heart of the success of the school.

We recognise that excessive hours of work and unrealistic deadlines can be detrimental to staff wellbeing and their effectiveness and, ultimately, to the outcomes for the children in our care.

In light of this, leaders will:

- Be mindful of and encourage a healthy work-life balance for all staff.
- Actively look to develop and adopt efficient and effective working strategies.
- Acknowledge that the needs of the school and its staff are not static but change over time.
- Seek the views of staff on their working life on a regular basis, through both formal and informal methods.
- Respond sensitively to external pressures which affect the lives of staff members.
- Consider all new developments and filter those which will impact positively on our school and implement them in a measured way.
- Consider the effects of any new initiative on workload, considering and balancing impact on workload carefully.
- Regularly review and if an initiative/change is not having a reasonable impact, it will be removed.
- Make staff members aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.
- Ensure an effective professional development programme for all, to ensure staff are developed in their roles and achieve a sense of satisfaction.
- Be open and receptive to feedback about policies and developments and their impact on staff wellbeing and workload.

All staff will:

- Assist in the development of good practice and ensure they do not, through their actions or omissions, create unnecessary work for themselves or colleagues.

- Ask for support as and when required.
- Identify opportunities for development and take advantage of those offered by the school.
- Apply for any requests for absence in advance and be open about sickness absence.
- Share their views, ideas and feelings in both formal and informal settings.
- Make sure that all feel supported and welcome, offering support as appropriate for each other.

Some of the strategic measures to support staff wellbeing

The focus on staff wellbeing and workload is not a new one for Soar Valley. There are a number of strategic measures which have been taken to support all staff over the past few years. The list below is not an exhaustive one but illustrates the approach.

- All teachers have a minimum of 14% non-contact time, with additional time for those with leadership responsibilities.
- There have been no written reports at Soar Valley since 2005. A review was undertaken and a simple data collection system implemented.
- There are three formal data collection points and reports home to parents during the year, one per term.
- A structured CPD programme is in place, being reviewed and revised each year to meet the needs of both the school and individuals. There is also a strong induction programme for new staff and development programmes for both newly qualified and recently qualified teachers.
- An extensive CPD library is available for staff, another opportunity to supplement professional development of staff.
- There are regular briefings for staff, both teaching and support staff, so all can remain informed and involved in developments and news in the school.
- Meetings are carefully planned to meet professional development and college improvement priorities, with only one meeting a week for most members of staff. Every effort is made to start them promptly and ensure they do not overrun.
- Considerable investment in the pastoral and inclusion teams has led to strong support in these areas with high quality staff and effective structures.
- The high quality SEND team, with well-qualified and trained teaching assistants, means detailed and supportive strategies and information are always available.
- Investment in a small but high quality EAL team means those students with the highest level of need can receive targeted intervention until they are able to access the curriculum.
- Policies and procedures, which have been introduced for behaviour management, are clear and effective. The Step system means that any student behaving inappropriately is removed from the lesson.
- Centralised detention systems support staff in ensuring high standards of behaviour.
- Much of our policy is written by staff, either through working parties or middle leader groups. Examples are the assessment policy, homework policy, marking policy, all of which have been written by staff and for staff. Where not directly written by staff, they are fully consulted in any new/amended policy through our meeting structure.
- Subject teams have a high level of autonomy to teach and structure in the way they think best. There will always be challenge to improve, and indeed often do so themselves!
- Staffing levels are high, with additional groups in many subject areas, especially at key stage 4. Class sizes at key stage 3 have been kept to an average of 26 or lower.
- There is administrative support for each department in school, as well as a full complement of technical support staff.
- The rarely cover policy means that teachers will only provide cover for absent colleagues if they are timetabled for a 'support lesson'. We employ three Cover Supervisors so that students have known cover staff, which also leads to calmer lessons.
- We have created a culture of mutual respect amongst the staff, and there are positive working relationships across the school. Support and teaching staff are all vital in the success of the school.
- Communication is open and transparent. We ensure emails are useful and endeavour to make the number sent and received manageable.

And some of the 'nice to haves'

Sometimes the little things really matter, and whilst not strategic in nature, these are examples of some such things at Soar Valley:

- Samosas – we love our samosas, which appear for birthdays, other celebrations and thank yous.
- The Unicorn of Appreciation comes out about once a term, for staff to recognise others, just say thank you or well done.
- Staff sport is a regular feature on a Friday, allowing the sporty amongst us to work off the week.
- There are outdoor areas where staff can relax in summer months which are not accessible to students, such as the allotments and memorial garden.
- There are occasional staff workshops (such as making pottery decorations at Christmas).
- Free flu jabs are offered each year for staff.
- Lunch is always provided on training days and food is available prior to parents' evenings.
- Our Christmas lunch at the end of the autumn term is an annual event.
- Tea and coffee are always freely available for staff and visitors in the main staffroom.
- We party impressively at the end of terms, and there are various other social events.

Useful contacts:

National Education Union - <https://neu.org.uk/advice/keeping-happy-and-healthy>

NASUWT - <https://www.nasuwt.org.uk/news/campaigns/mental-health.html>
www.annafreud.org/what-we-do/schools-in-mind/

<https://www.headspace.com/educators>

www.mentallyhealthyschools.org.uk

www.Mindfulteachers.org

www.nhs.uk/conditions/stress-anxietydepression/improve-mental-wellbeing/

www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling

www.mentalhealth.org.uk/

www.mentalhealth.org.uk/sites/default/files/how-to-manage-and-reduce-stress.pdf

<https://www.educationsupport.org.uk/get-help/help-for-your-staff/wellbeing-services/school-leaders-service/>

Guidance Notes for Applicants

Please read these notes before completing the application form

Leicester City Council - Maintained Schools/Colleges

Leicester City Council is an Equal Opportunities Employer



These guidance notes are designed to provide you with information on completing your application form and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process please contact the school/college directly.

When completing the application form, please refer to the following information:

Job Description – this details the main duties and requirements for the post and provides an understanding of the role

Person Specification – this describes the skills, knowledge and experience required for the post

Advertisement – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, using Black Ink or Electronically. Curriculum Vitae (CV's) are not accepted. The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete. If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically. Late applications will not normally be considered. We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form, other personal details not required until after shortlisting are contained at the rear of the application form.

Your application will be logged and given a candidate number by a member of staff not involved in the recruitment process, before the removal of the detachable section and prior to shortlisting.

Disabled Applicants

As an equal opportunities employer we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the detachable equality monitoring section**. This will be removed by a member of staff not involved in the recruitment process, prior to shortlisting, and will not be given to the recruitment panel at any stage of the process.

Where it is necessary to reduce the shortlist of candidates using desirable criteria, the equality monitoring section will be checked by a member of staff not involved in the recruitment process to ensure if you have declared yourself as disabled, and met all the essential criteria, you have been shortlisted for interview or test.

All candidates called for interview will be asked if they require any adjustments and/or adaptations in order to attend for interview or test, and we will, as far as possible, provide the adjustments and/or adaptations required.

For successful candidates, we will make reasonable adjustments to working conditions or physical environments and will provide aids, adaptations, equipment and support where possible.

Equal Opportunities and Equality Monitoring

To view the Equal Opportunities Policy in full, please visit <http://www.leicester.gov.uk/your-council-services/council-and-democracy/key-documents/conditions-of-service/section-fourteen/>

Completion of the equality monitoring form is voluntary. The equality monitoring form will not be given to the recruitment panel or form any part of the recruitment process.

Rehabilitation of Offenders & Safeguarding Children and Young People

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

References

All applicants are expected to provide two referees, as detailed on the application form.

If you have just completed full-time education you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

‘Open’ references e.g. those addressed “To Whom It May Concern”, will not generally be accepted.

Supporting Documents

All applicants called for interview will be required to provide original evidence for the following:

Identity*

DBS (formerly CRB) application form*

Eligibility to Work in the UK**

Qualifications/Training*** – if applicable

Confirmation of Registration with the relevant Professional Body – if applicable

Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above.

* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811

** In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to www.workingintheuk.gov.uk

*** You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) www.naric.org.uk

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed.

Job Sharing

We regard all posts as potentially open to job share. Pay will be pro rata to that which would apply if you filled the post on a full time basis. If you wish to be considered for job share, please indicate this on the application form. Should you be offered the post your request will then be considered.

Relationships/Canvassing

Canvassing of any Member of the City Mayor Team, Committee Member or Employee of the City Council or Employee or Governor of the school/college in relation to your application will disqualify you, or if discovered after appointment may result in dismissal without notice.

Data Protection

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 1998.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and take action to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998.

Applications and related information in respect of unsuccessful candidates will be held securely for 12 months in line with our recruitment and retention policy, after which time they will be confidentially destroyed.

Feedback/Complaints

If you have not been shortlisted or are not appointed following interview you may request feedback from the Headteacher/Principal, or the recruiting manager, as appropriate. You should contact the school/college directly who will arrange to provide helpful and constructive feedback.

If you wish to make a recruitment complaint, you should write to the Headteacher/Principal or recruiting manager as appropriate, at the school/college. If you are unsatisfied with the response, you may then write to the Chair of Governors, care of the school/college.



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SAFER RECRUITMENT APPLICANT INFORMATION

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Soar Valley College has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Soar Valley College safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Soar Valley College operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

❖ Declaration of Previous Convictions

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks amongst others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent in your application.

❖ Criminal Records Bureau Disclosure (CRB)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced CRB Disclosure; this will include a check against the Protection of Children Act (PoCA) List and List 99. For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List.

A List 99 check is the minimum check required for staff working in schools. Successful applicants will be checked against the List prior to an offer of appointment being made.

For posts working with children and/or young people, Soar Valley College policy requires all shortlisted applicants to complete a CRB Disclosure Application form at the interview stage. We give an undertaking to destroy the forms and identity documents of all unsuccessful candidates.

We will also retain, with the permission of the applicant, the CRB Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original **(plus one copy for our records)** certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

❖ Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original **(plus one copy for our records)** certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Soar Valley College will verify registration/membership with the relevant professional body.

❖ References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation as a referee.

If you have not previously worked with either children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Soar Valley College will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.

In all cases, Soar Valley College will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

❖ Eligibility to Work in the UK

Soar Valley College has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the 8 Accession States must be registered with the **Accession State Workers Registration Scheme**.

Further information about the scheme can be obtained from www.workingintheuk.gov.uk or by telephoning 08705 210 224.

❖ Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of the Leicester City Council's medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.