## Halley House School Application Procedure

The closing date for applications is Monday 19th December 2016 at 12 noon, with interviews taking place on Thursday 5th January 2017. The position is available as soon as possible.

**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 referees prior to interviews. One reference provided must be your present or most recent employer.

**Interviews**

Interviews are with the Headteacher and a member of the SLT.

The interviews will be held on Thursday 5th January 2017.

**Candidates**

We are looking to recruit a Site Manager who will effectively ensure the school environment is well maintained and safe for our children. We are looking for someone who is self-motivated, reliable and resourceful, with good DIY skills to effectively manage site services, minor repairs and maintenance. We are seeking to find someone who is friendly, has pride and wants the school to look its best.

As a new school, which opened in September 2015, the Site Manager would be expected to work individually initially, and eventually as part of a site team. We require somebody who has initiative, is enthusiastic and can work independently as well as part of the team.

**Procedure**

You are invited to look at the school’s website for further information, and if you wish to have an informal discussion about the school or the role, please email [office@halleyhouseschool.org.uk](mailto:office@halleyhouseschool.org.uk) to arrange.

To apply for the post, complete the job application form and reference & monitoring form. Attach any additional information you may feel is relevant. Candidates who do not complete the Halley House School application form will not be considered.

Full contact details for two professional and relevant references must be included.

**Safeguarding Children**

Halley House School is committed to safeguarding the welfare of our children, and follows 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.

You will be asked to complete a self-declaration if shortlisted and invited to interview. Please submit information in confidence enclosing details in a separate sealed envelope which will be opened by the Headteacher 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**

Halley House 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.