



## WATFORD GRAMMAR SCHOOL FOR GIRLS

Headteacher: Miss Sylvia Tai MA

### **Applicant Information Pack**

Thank you for your interest in working at Watford Grammar School for Girls. Explained below is information regarding the application, selection and pre-employment process, if you are successful. The information provided for each vacancy advertised on our website is as follows: -

- Job Description
- Person Specification
- Application Form
- Declaration of Unspent & Relevant Spent Criminal Offences & Other Relevant Information

We look forward to receiving your completed application form, accompanied by a copy of your current CV. CVs alone will not be accepted. You are advised to make yourself familiar with the [Child Protection Policy](#), [Safer Recruitment Policy](#), and the [Code of Conduct](#).

If your application is successful and you are selected for an interview and relevant assessments, please note that you will be required to complete, submit or bring with you to interview the following:

#### **Prior to Interview & Assessment**

- Declaration of Unspent & Relevant Spent Criminal Offences & Other Relevant Information (if not submitted with your application)
- Original copies of relevant qualifications (for teachers, evidence of degree certificates and teaching qualifications)
- Right to Work Documentation (in accordance with Immigration, Asylum, & Nationality Act 2006, subsequent amendments, regulations and orders)
- Equalities Monitoring Form
- Reference Request (please complete and return these with permission to request references where appropriate).
- Online Search. If your application is shortlisted for interview you will be asked to give your consent for an online check carried out by a third party organisation, who are not involved in the recruitment process. The online search includes publicly available information, including social media, prior to interview. Your application may not be shortlisted if you do not give your consent.

#### **Benefits**

- Generous sickness and maternity pay schemes (after a qualifying period).
- Generous employer contributions to a Local Government Pension Scheme (if not opted out)
- Subsidised membership rates for the school's leisure facility, [Fuller Life Fitness](#), including use of a swimming pool.
- Free on-site parking.
- Proximity to Watford Town Centre.



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- Permanent staff, after a qualifying period of two years, benefit from [preferential admission criteria for their daughters](#)



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### Safeguarding

The school is committed to [safeguarding](#) and promoting the welfare of young people and expects all employees to share this commitment.

All appointments are subject to satisfactory pre-employment checks including a satisfactory Enhanced Criminal Records with Barred List check through the DBS.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)).

Those working with children under the age of 8 will be required to make a declaration under the statutory guidance ‘The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018’ issued by the Department for Education (DfE).

The school has a duty, under the Immigration Act 2016, to ensure that its employees in customer facing roles speak fluent English (or Welsh or English in Wales) to an appropriate standard, so that a high-quality service can be provided to the public. This is known as the ‘fluency duty’ and it applies to all public sector staff who regularly interact with the public in customer facing roles.



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### Successful Applicants

If your application is successful, you will receive details relating to your offer of employment, together with requests for the satisfactory completion of pre-employment checks and training, prior to your start date.

Where applicable, additional overseas checks may be carried out by the school where the prospective employee has lived or worked outside the UK. Further additional check(s) considered necessary will normally be undertaken, including (for example) the requirement for a certificate or letter of good conduct.

- Enhanced DBS Check
- Prohibition Check List (where appropriate)
- References (if not completed during the selection process)
- Additional overseas checks (as explained above)
- New Starter Form
- HMRC New Starter Checklist, P45 and P60 as appropriate
- Occupational Health Questionnaire and follow-up if appropriate
- Keeping Children Safe in Education (via Microsoft Forms)
- Health & Safety Policy (via Microsoft Forms)
- Code of Conduct (via Microsoft Forms)
- Privacy Policy (via Microsoft Forms)
- Pecuniary Interest (via Microsoft Forms)
- Acceptable Use Policy (via Microsoft Forms)
- Child Protection in Education Training (5 modules)
- Prevent Training

Please note that if you have not received a response within two weeks of the vacancy closing date, your application has been unsuccessful.