

Pre-appointment checks

We try to make a decision on the interview day as to which candidates will be offered a position. However, this is not guaranteed as we may be awaiting further information. However, we will endeavour to let you know within two working days of the interview. Any offer of employment at Heritage House School is subject to satisfactory outcomes of the following:

- ?? Two references, one of which must be your most recent employer
- ?? Criminal Records Bureau check. Until this has been received you will not be allowed to work with the pupils.
- ?? Medical check
- ?? Verification of qualifications
- ?? Satisfactory completion of probationary period



Post appointment

Once all of the above have been verified you will be ready to take up your post at Heritage House School. Take care to read your contract which will be sent to you from Buckinghamshire County Council (BCC). Ensure all the information is correct then sign one copy and return it to BCC. You will also need to confirm your working hours with a member of the School Management Team. We will only offer permanent positions to staff who are able to start at 8.30 am and work until 4pm. One evening per week you will be contracted to attend a meeting for one hour. In addition, to work at Heritage House School there is some compulsory training which must be completed during the first year with us.

To assist you to settle in you will be allocated a mentor who will go through the comprehensive induction package in some detail. There will be frequent opportunities for you to meet with members of the staff team and to have questions and queries answered

Welcome to Heritage House School

To contact us:

Email: office@heritagehouse.bucks.sch.uk

Telephone: 01494 771445

Fax: 01494 775892

Address: **Heritage House School**
Cameron Road
Chesham
Bucks HP5 3BP



November 07



Information Received.

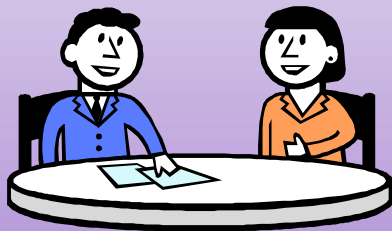
After expressing an interest in a vacancy at Heritage House School you will receive this pack of guidance notes and information about the school. Please take the time to read it as it will help you to decide whether Heritage House School is the place you wish to work

Your application

Please complete the application form with as much information as possible, answering all the questions on the form. Give as much evidence in your supporting statement, especially where the information is relevant and appropriate to the post applied for.

Referees

You must give the name and address of two referees. One of these must be your most recent employer. Any offer of employment will be subject to satisfactory references being received. Your references will be considered by the interview panel when making a final decision



The interview process

In your information pack you will have a letter giving dates for short-listing and interviews. If you have not heard anything from the school within two weeks of the closing date you may assume that you have been unsuccessful on this occasion.

If you are invited for interview, please ensure that you arrive in good time, suitably prepared. On the day you are likely to have a tour of the school and spend time in classes meeting staff and pupils in addition to the formal interview. If you have been invited for the whole day lunch and refreshments will be provided.

Being Interviewed

It is not our intention to “trick” you or “catch you out” at interview. This is your opportunity to tell us all about yourself and any relevant work that you have done. Please feel free to bring along any work samples, certificates, Record of Achievement or progress files. Also think about any questions you might want to ask us.



Equal Opportunities

At Heritage house School we operate an interview process that allows all applicants equality of opportunity. You will be judged by a panel of people from the school community. They will take into account your written application, your performance at interview and your references.

Safeguarding

We take our responsibility for the Health and Safety of all members of the school community very seriously. Therefore we follow Department for Education and Skills (DfES) guidelines “Safeguarding children: Safer recruitment and selection in education settings” (June 2005). If your application for a position at Heritage House School is successful you will be required to undergo an enhanced disclosure by the Criminal Records Bureau and comprehensive pre-employment checks. Documentary evidence of your identity is required for this and you will be advised upon appointment of the procedure you are required to follow. In addition you will be asked if you have anything to declare in light of the requirement for the CRB check

