



Stormont School

Information for Candidates

Receptionist/School Secretary

This is largely a term-time post with some work in the school holidays. Please see job description for further details. Candidates are expected to live within reasonable distance of the school.

The application process

Please complete the School's application form including the names of two referees with full contact details and email addresses. (Referees will not be contacted until after candidates are notified that they have been selected for interview). The application form is available from the school website at <https://www.stormontschool.org/staff-vacancies/> or by emailing the school at hr@stormontschool.org

If you would like to discuss the role before applying, please contact the Bursar, by telephoning the School Office on 01707 654037.

Dates for the selection process

Deadline for applications:	12.00 noon Friday 23 rd August 2019
Candidates notified if selected for interview:	Friday 23 rd August 2019
Initial interviews:	From Tuesday 27 th August 2019
Second interviews:	From Thursday 5 th September 2019

SAFEGUARDING & CHILD PROTECTION

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the school's safeguarding policy is available on the school's website.

HOW WE USE YOUR INFORMATION

We will use the information that you provide in the application form and that we collect from other sources for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

If your application is successful, the school will retain the information provided by you in the application form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

EQUAL OPPORTUNITIES

It is the policy of Stormont School to attract and select the best available candidates. In so doing, the School is committed to applying its equal opportunities policy at all stages of recruitment and selection. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. In accordance with the Equality Act 2010, the following protected characteristics are recognised and respected: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

All new appointments are subject to a probationary period.