



## **Richard Challoner School**

Manor Drive North  
New Malden, Surrey KT3 5PE  
Tel: 020 8330 5947

### **Sixth Form Cafe**

*Start date: as soon as possible*

***Salary £4312, based on 2 days per week –Tuesday and Thursday, 8am – 2pm, term time only.***

Richard Challoner School is looking to appoint an enthusiastic and committed Catering Assistant, to join its catering staff based in the sixth form café.

Starting at 8am, you will help prepare pastries and coffee for the breakfast service for staff and sixth form students. Once students are in registration, preparation commences for the busy break and lunch service – preparing hot fillings and fresh baguettes along with salad, fruit, and drinks.

There's a team of 2 working at any time, so working well in a team, good communication, a willingness to get stuck in, is essential – along with a cheerful and welcoming demeanour when dealing with pupils and staff alike.

We are looking for a reliable and trustworthy person, with a good sense of humour; in return we can offer a friendly and welcoming environment where student behaviour is impeccable and everyone is treated with respect. Our students and staff are proud of their school and work hard to be the best that they can be.

No previous catering experience is necessary as full training will be provided.

If you would like to opportunity to join our team, then please provide cover letter and CV to the Clerk to Governors, Mrs H Fowler via [clerk@challoner.kingston.sch.uk](mailto:clerk@challoner.kingston.sch.uk) or drop the information into the school office.

**Closing date: 9am, Monday 20<sup>th</sup> April 2020**

Richard Challoner School is committed to safeguarding and promoting the welfare and safety of children and to equality of opportunity. Appointment to this post will be subject to satisfactory references and an enhanced disclosure from the Disclosure and Barring Service.



# Richard Challoner School

Headmaster: Mr S. Maher BA (Hons.) PGCE

020 8330 5947

[www.richardchalloner.com](http://www.richardchalloner.com)

JOB DESCRIPTION:	Catering Assistant
REPORTS TO:	Catering Manager
INTERNAL CONTACTS:	Other Catering Staff, School Employees, Pupils, Governors
EXTERNAL CONTACTS:	Parents, contractors, suppliers

## **Key Purpose of the Role**

To work as part of a team to cook and serve a given number of meals in accordance with Quality Procedures and work instructions.

- To prepare the service area and other equipment at the point of service for the efficient and effective service of meals.
- To assist in the preparation, cooking and serving of food.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- To clean on a daily basis all catering areas to an agreed standard.
- Any duties as required to ensure the dining area and kitchen is in a clean, hygienic and safe condition, and that the food service is effective and efficient.

## **Main duties and responsibilities:**

### Health & Safety

- To ensure compliance with agreed catering procedures, Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.

### General Responsibilities

- Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995, the Health and Safety at Work Act 1974 and the policies of Richard Challoner School.
- Good interpersonal and customer service skills, maintain professionalism, display patience and politeness at all times.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of students, as may reasonably be determined by the Head (or their representative) and/or the Catering manager.

***“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner***

### **Child Protection**

To be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty

### **Safety Awareness**

In accordance with Health and Safety regulations the jobholder is required to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities. The jobholder must cooperate with the school to enable them to meet their legal duties. This will include awareness of all Health and Safety issues relating to the role including risk assessment, emergency procedures and any additional relevant training. This list is not definitive.

### **Working Relationships**

The jobholder will be required to work closely and courteously with colleagues from all departments of the school, visitors and suppliers to support the department's role.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Personal Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Willingness to enhance training and qualifications	Level 2 Food Hygiene Certificate
<b>Experience</b>	<p>Previous experience of working in a customer focussed role</p> <p>Good organisational skills</p> <p>Excellent time management skills, working to tight deadlines</p>	<p>Previous experience of working in the catering industry is preferred but not essential.</p> <p>Previous experience of working in an educational environment is an advantage.</p>
<b>Knowledge and Understanding</b>	<p>Knowledge of food preparation and food storage regulations</p> <p>Knowledge of current allergen regulations</p> <p>Knowledge of Health &amp; Safety regulations as well as efficient cleaning methods and regulations</p>	Knowledge of COSHH regulations
<b>Skills</b>	<p>Able to work independently with minimum supervision as part of a team</p> <p>Strong interpersonal skills, and the ability to get along with all other members of the catering team</p> <p>Good communication skills, and the ability to converse positively with all students</p>	<p>Flexible approach to working to adapt to the needs of the school</p> <p>Knowledge and understanding of Richard Challoner School safeguarding procedures and the protocol of visitors on the school site</p> <p>Ability to prioritise and organise work commitments.</p>
<b>Personal Attributes</b>	<p>Be honest and trustworthy</p> <p>Possess a keen attention to detail</p> <p>Be punctual, reliable and conscientious.</p> <p>Demonstrate flexibility in terms of hours and duties performed</p> <p>Understanding of the Catholic ethos of the school</p>	Awareness of the responsibilities of working in an environment with young people.



## **CES MODEL APPLICATION FORMS**

### **AND SUPPLEMENTARY FORMS**

#### **NOTES TO APPLICANTS**

These Notes accompany the relevant CES model Application Forms for each category of employee, and the model Recruitment Monitoring Form and the model Rehabilitation of Offenders Act 1974 – Disclosure Form, together referred to as the “supplementary forms”. Where there is a distinction between categories of employee to which these Notes apply, it will be clearly highlighted herein.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School/College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust/Company and/or its Governing Body/Board of Directors/Local Governing Body.

#### **TECHNICAL INSTRUCTIONS**

1. Depending on the recruiting school/colleges own requirements applicants may complete the Application Form and supplementary forms in three ways:-
  - 1.1. Completion and submission electronically;
  - 1.2. Completion electronically, printing and submitting hardcopy via post, by fax or by scanning and emailing;
  - 1.3. Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.

2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.
3. Where applicants are completing the Application Form and supplementary forms electronically, applicants should press the TAB button to proceed to the next section of the Application Form and/or supplementary forms.
4. **Where applicants run out of space to provide answers to any particular section of the Application Form, they must continue on the additional pages at the back of the Application Form clearly citing the section number (and sub-section number, where applicable) to which their answer refers.** They should also complete their name, date of birth and the post applied for at the top of each of the additional pages used.

### **GENERAL INFORMATION**

5. Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school/college where the position applied for is based, or the contact person mentioned in the details of the post.
6. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School/Catholic Voluntary Academy (if applicable) where the Governing Body/Academy Trust is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.
7. Applicants should note that, in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon the results of checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people).
8. Before signing this form, applicants must ensure that every section has been completed. Failure to complete all relevant sections may result in an application being rejected.
9. All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school/college where the position applied for is

based, or as instructed in the details of the post. Applicants should not return any Application Form and/or supplementary forms and/or any relevant documentary evidence to the CES. Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

## **THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS**

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

### **Details of the Role Applied For**

Please delete whichever of “VA School” and “Voluntary Academy” does not apply.

## **10. Section 1 all Application Forms – Applicant’s Personal Details**

Please ensure that any former names are provided where appropriate, for example, a maiden name or change of name by deed.

1.6 and 1.8 - Senior Leadership and Teacher Application Forms only – where you have obtained qualified teacher status from a jurisdiction other than England (1.6) or Wales (1.8) please insert your membership number for the relevant teaching profession regulator at 1.8 and provide details of the specific regulator on the additional pages at the back of the Application Form.

1.9 and 1.10 – Senior Leadership and Teacher Application Forms and 1.4 and 1.5 – Support Staff and Lay Chaplain Application Forms – if you have undergone a Disclosure & Barring Service check in your current/previous employment, please provide your DBS number and date of last check.

## **11. Details of Applicant’s Present Employment**

### **Section 2 all Application Forms**

2.1 – if the applicant is not currently employed they should tick the box that says “no” and proceed to Section 3.

## **12. Applicant’s Employment History and Professional Experience (for Support Staff and Lay Chaplain this section is entitled “Applicant’s Employment History and Work Experience”)**

### **Section 3 all Application Forms**

Applicants should provide full and accurate details of relevant employment history and professional or work experience. They should not repeat the information provided at Section 2 (if applicable) relating to present employment. Where the applicant is a student seeking a first time appointment they should provide details of teaching practice to date (if applicable).

## **13. Other Employment/Work Experience**

### **Section 4 Senior Leadership and Teacher Application Forms and Section 3 Support Staff and Lay Chaplain Application Forms**

4.1 - Applicants should provide details of all other employment and paid or unpaid experience after the age of 16 (e.g. employment unrelated to the teaching profession, voluntary work etc).

4.2 – Applicants must ensure that there are no gaps in the chronology of their education and/or employment history from the age of 16 to the present day. Section 4.2 should be used to account for any gaps, for example, for time spent raising a family or travelling etc. Failure to provide a full account may lead to an application being rejected. (Applicants completing the Support Staff or Lay Chaplain Application Form must complete the corresponding section, which is section 3.2).

4.3 – Applicants must declare whether they have ever been ordained and/or been a member of a religious community. Where the answer to this question is ‘yes’, the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for. (Applicants completing the Support Staff or Lay Chaplain Application Form must complete the corresponding section, which is section 3.3)

## **14. Post-11 Education and Training**

### **Section 5 Senior Leadership and Teacher Application Forms and Section 4 Support Staff and Lay Chaplain Application Forms**

Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained.



Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’ Certificate and Certificate in Religious Education.

Teacher post Application Forms only - require the Applicant to state which subjects they are qualified to teach, other subjects for which they may have experience to teach, and give details of any other specialisms and special areas of teaching interest.

Section 5.1 – Senior Leadership posts only - the CES recognises that NPQH is no longer a mandatory requirement in England but applicants should still provide details of NPQH where requested in the Application Form as a potentially desirable qualification. Applicants for Headteacher posts in Wales must provide details of NPQH as this remains a mandatory requirement for first Headship appointments.

## **15. Supporting Statement**

### **Section 8 Senior Leadership and Teacher Application Forms and Section 6 Support Staff and Lay Chaplain Application Forms**

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is word-processed.

## **16. References**

### **Section 9 Senior Leadership and Teacher Application Forms and Section 7 Support Staff and Lay Chaplain Application Forms**

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant’s personnel records. This is in order to ensure that the information provided is accurate.

However, there may be situations where the referee does not have full access to an applicant’s records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant’s dates of employment. All posts are subject to satisfactory references.

It is the applicant’s responsibility to ensure that they have obtained their nominated referees’ explicit consent to pass on their contact details to the school. Not only is this a matter of courtesy but ensures that the General Data Protection Regulation is being complied with.

Applicants are advised that schools/colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.

**Senior Leadership posts** – Applicants are advised that the ‘Memorandum on Appointment in Teachers To Catholic Schools’ (amended September 2014), provides that ‘the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics’. The Memorandum may be viewed by visiting the CES’s website at: <http://www.catholiceducation.org.uk/employment-documents/recruitment-process/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools>

**Teacher posts** – Applicants are advised that schools/colleges are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Nevertheless, applicants who are not Catholics are welcome to apply.

**Support Staff posts** – Applicants are advised that schools/colleges (in England only) are entitled to give priority to Catholic applicants where it can be demonstrated that attaching this requirement to a particular post is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”). The recruitment documentation should make clear whether this requirement applies to the post.

**Definition of “practising Catholic”**\_ Schools/colleges may provide guidance to the applicant regarding the definition of a “practising Catholic” with the application pack and/or in the event that the applicant is shortlisted for interview.

**In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for permanent Senior Leadership posts referenced in the Memorandum must provide such details.**

**For other teaching posts, Catholics who do not consider themselves to be “practising” may provide a copy of their baptism certificate with their application form, instead of providing a Priest’s reference. Alternatively, they should provide details of the name and address of the Parish where they were baptised and the date of their baptism. For support staff posts, the recruitment documentation should make clear whether being a Catholic is a requirement for the post.**

Notes (i) – Applicants must advise the school/college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school/college to contact their employer until such time that they have given notice to terminate their employment.

Section 9.2 Senior Leadership and Teacher Application Forms and Section 7.2. Support Staff and Lay Chaplain Application Forms – In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse/civil partner/partner with a member, or an employee, of the Governing Body of the school/college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

## **17. Immigration, Asylum and Nationality Act 2006**

### **Section 13 Senior Leadership and Teacher Application Forms and Section 11 Support Staff and Lay Chaplain Application Forms**

In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006 (“the 2006 Act”) (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. Generally speaking, the provision of one of the documents listed below will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement which can be found on the Home Office’s website.

The most common proof of entitlement documents are:

- (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- (b) A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- (c) A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- (d) A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- (e) A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (f) A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (g) A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

The above list is non-exhaustive.

## **18. IMMIGRATION ACT 2016**

### **Section 14 Senior Leadership and Teacher Application Forms and Section 12 Support Staff and Lay Chaplain Application Forms**

Part 7 of the above Act places a legal duty on those recruiting staff to work in public facing roles within the public sector. Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in state schools. The said duty is to ensure that the applicant is fluent in English or Welsh, as applicable.

The government has produced a code of practice to guide employers on how to implement the requirement without breaching the provisions of the Equality Act 2010.<sup>1</sup>

It is important not to discriminate on the basis of accents and dialects, as this could amount to discrimination on the grounds of race. Note that there is no requirement to test existing staff who are already employed at the school and the code of practice should be considered when recruiting new applicants.

## **19. Declaration**

### **Section 15 Senior Leadership and Teacher Application Forms and Section 13 Support Staff and Lay Chaplain Application Forms**

The Governing Body has a duty to make a report where the applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

## **SUPPLEMENTARY FORMS**

### **20. Recruitment Monitoring Form**

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school/college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form they should return it *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.

### **21. Rehabilitation of Offenders Act 1974 – Disclosure Form**

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<sup>1</sup> See:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573013/english\\_language\\_requirement\\_public\\_sector\\_workers\\_code\\_of\\_practice\\_2016.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf)

We require all applicants that fall outside of the exemptions contained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) to provide details of their criminal record at an early stage in the application process by completing the Rehabilitation of Offenders Act 1974 – Disclosure Form. The Disclosure Form should be sent *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”.

The Disclosure Form will only be seen by those persons within the school/college and/or Governing Body who are required to see it as part of the recruitment process.



## MODEL RECRUITMENT MONITORING INFORMATION FORM

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

Post title:	School:
Date of birth:	

### 1. GENDER

Male

Female

### 2. COUNTRY OF BIRTH

My country of birth is:

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### 3. ETHNIC ORIGIN

I would describe my ethnic origin as:

<b>1. White</b>	<b>4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</b>
British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please specify)	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background (please specify)
<b>2. Black, Black British, Black English, Black Scottish or Black Welsh</b>	<b>5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh</b>
African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background (please specify)	Chinese <input type="checkbox"/> Any other Chinese background (please specify)
<b>3. Mixed</b>	<b>6. Other ethnic group</b>
White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/>	Other ethnic group (please specify)



Any other Mixed background  
(please specify)

#### **4. RELIGION**

I would describe my religion as:

- None
- Catholic
- Other Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other

#### **5. DISABILITY**

The legal definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?

Yes:

No:

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Signature:**

**Date:**



## MODEL REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES model Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No:

Yes:

If you have answered yes to the question above, please set out the details below:-

Date of Conviction/pending Hearing/Caution/Reprimand/Warning	Offence	Sentence	Details of Police/Court involved

**Declaration: I hereby certify that the** information given above is true and accurate:

SIGNATURE :

DATE :

### ***YOUR PERSONAL DATA***

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we will collect and process the data we have asked you to provide on this disclosure form. Please see the privacy statement below.

**Privacy Notice: Important Information Regarding Your Data**

1. We Richard Challoner School, manor Drive North, New Malden, Surrey. KT3 5PE
  
2. To the extent that you have disclosed any criminal record information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely The Diocese of Southwark with whom we may be required to share the information you have provided on this form.
  
3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by telephone on 020 8330 5947 or via email at [rcb@challoner.kingston.sch.uk](mailto:rcb@challoner.kingston.sch.uk)
  
4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
  
6. We require you to complete this form regarding criminal record disclosure as the information is needed in order to comply with our legal obligation to safeguard and protect children from harm.
  
7. If your application is successful and you have disclosed criminal record information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and/or the LADO and any other appropriate third party.<sup>1</sup>
  
8. If you are unsuccessful and you have disclosed criminal record information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party.<sup>2</sup>
  
9. If you are unsuccessful and you have not disclosed criminal record information on this form, this form shall be destroyed after a maximum period of 6 months.
  
10. If you fail to complete this form we will not be able to comply with our legal duty to safeguard children and cannot therefore continue to process your employment application or offer you a position within our organisation.
  
11. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Mike Cloudsdale (see point 3 above). If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk)

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<sup>1</sup> See paragraph 2.

<sup>2</sup> Ibid

## CONFIDENTIAL



## SCHOOL SUPPORT STAFF APPLICATION FORM FOR A POST IN A CATHOLIC SCHOOL

*(Before completing this form please read **Notes to Applicants**)*

### NAME OF CANDIDATE:

TO BE USED FOR THE FOLLOWING SUPPORT STAFF POSITIONS ONLY:-

Teaching Assistants at Levels 1 – 4 inclusive

Temporary Welfare Assistant/Classroom Assistant

Support Staff Member (Not Teaching Assistants)

Nursery Employee

Please use the latest version of this application form which can be downloaded from the Catholic Education Service website: [www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

**BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-**

1. Correct Application Form for the post being applied for
2. Notes to Applicants
3. Recruitment Monitoring Form

## 4. Rehabilitation of Offenders Act 1974 – Disclosure Form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**DETAILS OF ROLE APPLIED FOR**

Application for the position of:

Full Time:

Part Time:

Job Share:

At:

VA School / Voluntary Academy

At which the Governing Body / Academy Trust Company is the employer of staff

In the Local Authority of:

In the Archdiocese/Diocese of:

Please state where (or how) you first learned of this vacancy:

**1. APPLICANT'S PERSONAL DETAILS**

1.1

1.1.1 Title:

1.1.2 Surname:

1.1.3 First Name(s):

1.1.4 Known as (if applicable):

1.1.5 Any former name(s):

1.1.6 Religious Denomination/Faith:

1.1.7 Address:

1.1.8 If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

Address	Dates

1.1.9 Telephone numbers:

Home:

Mobile:

Work:

1.1.10 Email Address:

1.2 How do you prefer to be contacted?:

1.3 National Insurance No.:

1.4 DBS No.:

1.5 DBS Check Date:



## 2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

2.1 Are you presently employed? Yes:  No:

If no, please proceed to the next section.

2.2 Name and address of Employer:

2.2.1 Post title:

2.2.2 Local Authority (if applicable):

2.2.3 Permanent:  Temporary:

2.2.4 Full time:  Part time:  Job share:

2.2.5 Date of Appointment:

2.2.6 Notice Required/date Notice due to expire:

2.2.7 Reason for leaving (if applicable):

2.2.8 Gross annual salary:

2.2.9 Description of key duties/responsibilities:

## 3 APPLICANT'S EMPLOYMENT HISTORY AND WORK EXPERIENCE

3.1 Please complete in chronological order, starting with the most recent:

Employer's Name, Address and nature of business	Full or Part Time	Job Title and brief description of duties and responsibilities	Dates employed Month/Year	Reason for Leaving
			From - To	
			-	

			-	
			-	
			-	
			-	
			-	

3.2 If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

<b>Dates (from – to)</b>	<b>Activity</b>
-	
-	
-	
-	
-	

3.3 Please confirm whether you have ever been ordained and/or been a member of a religious community.

Yes:

No:

If yes, please provide details:-

--

#### 4 **POST-11 EDUCATION AND TRAINING**

Please complete in chronological order, starting with the most recent

Full name and address of establishment	Full time or part time	Qualifications, date Award made and Awarding Body	Dates Attended Month/ Year
			From - To
			-
			-
			-
			-
			-
			-
			-
			-

Date of most recent safeguarding training, if relevant:

#### 5 **INTERESTS AND HOBBIES**

Please list your interests and hobbies outside of work:


## 6 **SUPPORTING STATEMENT**

Please provide a written statement of **no more than 1,300** words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

## 7 REFERENCES

### 7.1

A referee who is a current or former employer should have full access to the applicant's personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

Schools/Colleges of a Religious Character (in England only) are permitted, where recruiting for Support Staff posts, to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement").

If you are a practising Catholic, you should nominate as one of your referees, the Parish Priest of the parish where you regularly worship. If you are a Catholic but do not consider yourself to be "practising", you may (as an alternative to nominating your Parish Priest as a referee) provide a copy of your baptism certificate, or the name and address of the Parish where you were baptised and the date of your baptism.

It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have explicitly consented to providing a reference. You are advised to read the relevant section of the Notes to

#### Other Professional:

Name:

Address:

Role (if applicable):

Telephone:

Email:

Relationship:

#### Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional (if applicable)):

Name:

Address:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form.

If you have not provided a Parish Priest's reference or copy of your baptism certificate, please enter the name and address of the Parish where you were baptised and the date of your baptism here:

Notes: (i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.

(ii) If any of your referees knew you by another name, please specify that name(s) here:

7.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company or any current employees of the Governing Body / Academy Trust Company?

Yes:

No:

If yes, please complete the following:

Name of Governing Body / Academy Trust Company member/employee	Relationship to you

## 8 DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

8.1 The Governing Body / Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes:

No:

If yes, please provide details:-

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8.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):

8.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service ("DBS"):

## 9 REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.

## 10 REQUEST TO PROCESS YOUR PERSONAL DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

### **Important Information Regarding Your Consent**

1. We are Richard Challoner School, Manor Drive North, New Malden, Surrey. KT3 5PE.
2. Being a Catholic education provider we work closely with The Diocese of Southwark, with whom we are required to share the information you provide on this application form.
3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by calling 020 8330 5947 or via email [rcb@challoner.kingston.sch.uk](mailto:rcb@challoner.kingston.sch.uk).
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data<sup>1</sup> this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation...”

7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Officer (see 3 above) that you wish to withdraw your consent.

10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Mike Cloudsdale (point 3 above). If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk)

### **Request For Your Consent**

Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your consent below.

- I confirm that I have read and understood paragraphs 1-12 above and that I have been offered the opportunity to raise any relevant questions: YES  NO  [Tick applicable box].
- Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-12 above .
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above:  
Yes  No  [Tick as applicable].

## **11 IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 17 of the Notes to Applicants. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

## **12 IMMIGRATION ACT 2016**

The ability to communicate with the public in accurate spoken English is an essential requirement for the post. This requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.



### 13 **DECLARATION**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

You may also be reported to the Teaching Regulation Agency (TRA) (England only) and/or Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults

Signature:

Date:

The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).

**Additional Pages**

Name:

Position applied for:

