

# Harrow School Enterprises

## Application and Recruitment Process

Updated: December 2018

### 1 Application Process

- Read the information below and relevant job specification/s carefully.
- Complete an online application form [here](#). Please see the Job Applicant Privacy Notice for details of how we use your data and the Staff Recruitment, Selection and Disclosure Policy for details of our recruiting guidelines and pre-employment checks.
- All applicants are informed of the outcome of their application. If you are successful, you'll be invited for an interview. This may be face-to-face or online, depending on the position applied for and where you live. All interview candidates are informed of the outcome of their interview.
- If successful at interview, you will be offered a position subject to our employment checks including satisfactory references and police check clearance. We will send you an employment pack including a contract and DBS application details.
- You'll return the signed contract together with other required documentation.

### 2 Application Form

- Applications for all roles are via an online application form. Job specifications can be downloaded from Step One of this application form.
- For questions about these positions please contact the HSEL HR Coordinator at [enterprises@harrowsschool.org.uk](mailto:enterprises@harrowsschool.org.uk), or for questions specifically about the EFL positions and to request a copy of the EFL Pay Scale please contact the Academic Principal at [rhodeshe@harrowsschool.org.uk](mailto:rhodeshe@harrowsschool.org.uk).
- Applications will only be accepted from candidates completing the online application form in full. CVs will not be accepted in substitution for completed application forms. However, we ask that CVs are uploaded to the application form for the following roles:

EFL Teacher  
EFL ADOS  
Centre Director  
HSEL Events Staff

EFL Lead Teacher  
EFL DOS  
Activities Manager  
ERC Tutor

EFL Senior Teacher  
EFL Administrator  
Pastoral Manager

Harrow School Enterprises Ltd.

5 High Street, Harrow on the Hill, Middlesex, HA1 3HP  
Tel: 020 8426 4638 E-mail: [enterprises@harrowsschool.org.uk](mailto:enterprises@harrowsschool.org.uk)

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- The application form consists of nine stages. Please have the relevant information to hand. You may save your application at any stage should you wish to and re-enter at a later time.

Stage 1:	Basic Contact Details and Position selection
Stage 2:	About You
Stage 3:	Qualifications and Employment
Stage 4:	Supporting Statements and Assessment
Stage 5:	Preferences and Availability
Stage 6:	Special Assistance and References
Stage 7:	Circumstances and Declaration
Stage 8:	Curriculum Vitae (upload)
Stage 9:	Equal Opportunities (optional)

All applicants will receive an email or letter advising them if they have been selected for interview.

### 3 Employment Checks

- Candidates should be aware that all posts involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post, as detailed in the job descriptions. Please see the Staff Recruitment, Selection & Disclosure Policy and Procedure for details of the checks that we carry out on all staff prior to their employment to ensure they are suitable to work with children.
- Our application form asks if you have a Teacher Reference Number (TRN), previously known as a DfEE number. Every teacher in the UK who has Qualified Teacher Status (QTS) and is therefore eligible to work as a qualified teacher in state primary and secondary schools is allocated a TRN by the DfES. You can find your TRN on your QTS certificate (via the General Teaching Council for England). You can also get your TRN by contacting the DfE on 020 7593 5394 or [qts.enquiries@education.gov.uk](mailto:qts.enquiries@education.gov.uk).
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DCFS Children's Safeguarding Operation Unit.

### 4 Invitation to Interview

- Candidates who are applying to work with us for the first time or who are applying for a position which is substantially different to that which they have held before (such as an EFL Teacher applying for an ADOS position) will be considered for interview based on a selection of criteria relevant to the role. The qualities, skills, qualifications and experience we are looking for in each role are set out in the job specifications.
- Shortlisting for most positions continues over a period of time until we have fully recruited for that role or filled all places in our assessment centres. When a position has been fully recruited for and we are no longer accepting new applications, this will be advised on the Harrow School Enterprises or Harrow School Short Courses website. Information about the availability of positions and any recruitment deadlines is available from the HSEL HR Coordinator at [enterprises@harrowsschool.org.uk](mailto:enterprises@harrowsschool.org.uk) or for EFL positions from the Academic Principal, [rhodeshe@harrowsschool.org.uk](mailto:rhodeshe@harrowsschool.org.uk).
- All shortlisted candidates are invited to interview or an assessment centre. Successful candidates will receive an email outlining details of the interview and whether tests will be part of the process.
- All shortlisted new candidates applying for roles as Activities Staff must attend an assessment centre. Assessment Centres are held as follows:

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- Wednesday 10<sup>th</sup> April 2019, 10.00 – 16.00
- Wednesday 17<sup>th</sup> April 2019, 10.00 – 16.00
  
- All shortlisted candidates for Events, EFL, Managerial and Pastoral roles will be asked to attend an interview at Harrow School. Interviews are conducted in person at Harrow School by a minimum of two HSEL staff.
  
- New ERC Tutors will be asked to attend an interview at Harrow School. This is conducted by the HSEL Director and Easter Director of Studies, or a Harrow School Head of Department.
  
- HSEL will contribute up to £30 for travel to Harrow School to attend an interview/assessment centre on production of valid travel receipts. HSEL will consider reimbursement of travel expenses above £30 on a case by case basis.
  
- For EFL, Managerial and Pastoral roles and new ERC Tutors who are unable to attend a face-to-face interview, a telephone or online interview may be set up as an alternative. Some online interviews are recorded and viewed back by a second interviewer. For details of how recordings are stored and disposed of, please see the Job Applicant Privacy Notice.
  
- New Lumina applicants will be offered a telephone interview with a member of Harrow School staff.
  
- All interviews will explore suitability to work with children. All candidates will be asked for an explanation of any gaps in education and employment history.
  
- All candidates invited to interview will be required to produce proof of identity and right to work in the UK documents. Further details will be provided to candidates when being invited to interview. Originals will be required. Candidates who are interviewing online must scan and email a copy of these documents to their interviewer then show the original via their webcam in the interview. Original documents must then be brought to HSEL before the start of contract.
  
- All candidates invited to interview must bring documents confirming any educational professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Candidates who are interviewing online must scan and email a copy of these documents then show the original via their webcam in the interview. Original documents must then be brought to HSEL before the start of contract. Where original certificates or certified copies of qualifications obtained are not available, written confirmation of the relevant qualifications must be obtained from the awarding body.
  
- All candidates will receive an email or letter advising them of the outcome of their interview.

## 5 Conditional Offers of Appointment

Any offer to a successful (external) candidate will be conditional upon the applicant completing the pre-employment checks as set out in the Staff Recruitment, Selection & Disclosure Policy and Procedure and stated on the job specifications.

After being offered and accepting a contract conditional to pre-appointment checks, candidates will be sent an employment pack and will be required to:

- Sign a written contract.
- Complete and return a bank details form including your National Insurance number (see below) and New Starter Checklist/P45.
- Complete a DBS application if required or give HSEL permission to check their DBS status.
- Complete an online Health Assessment Questionnaire.

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- Complete an online Equality and Diversity questionnaire (optional).
- Read, understand and agree to abide by key policies including the Safeguarding and Child Protection Policy, Code of Conduct and ICT Acceptable Use Policy.
- Complete an induction.

All employees need a National Insurance number in order to ensure they are taxed correctly by HMRC. If the number has been forgotten or lost, a replacement number can be obtained by contacting HMRC on 0300 200 35 00.

If an employee has not been issued with a National Insurance Number (for example, because they are new to the UK) they can apply for a number by calling 0800 141 2075 or click [here](#) for more information.