

HR ONLY - HR Ref: GE2568

Human Resources

Recruitment Line: 0161 249 2112

Enquiries: 0161 249 2110/2107

Dear Applicant,

Re: Recruitment Opportunity

Thank you for requesting an application form and further details for the enclosed staff vacancy.

The following documents are enclosed to assist you with your application should you decide to proceed.

1. Application Form / Equality Monitoring Form
2. Job Description
3. Person Specification
4. Equality Policy Statement
5. Disclosure Check Information
6. Data Protection Information

General notes

These notes have been written to help you complete your application form as effectively as possible.

It is important that you read the job details before you proceed any further and that you meet all of the essential criteria as stated in the person specification.

All applicants **must** complete the enclosed application form.

The selection panel will match the details you provide on the application form to the job description and person specification when deciding whom to invite for interview.

Personal details

Please provide accurate contact details so we can correspond with you about your application. The personal details page is a separate sheet to the main application form. This sheet is separated during the shortlisting process. Please remember to complete and return this when submitting your application.

Education, training and qualifications

The selection panel will wish to know details of your education and training experiences. Qualifications might include GCSEs, BTECs, NVQs, degrees post graduate degrees and relevant professional qualifications.

Please provide as much information as required in the designated sections of the application form. The successful candidate will be required to produce original testimonials and certificates at point of appointment.

Work and other experience

The selection panel will wish to know details of your current/most recent or previous employment e.g. full and part-time. You must also include periods when you have not been in paid work e.g. volunteering, unemployment, travelling abroad, period of family care and responsibilities etc.

References

Provide the names of two people who will be able to give an opinion of how well your skills might match the selection criteria. This should be **your current or most recent employer** or an individual who has known you in a professional capacity. Alternatively, one referee may be an individual who will provide a character reference on your behalf. If you have just completed an educational course, you should provide a referee from a College or University.

Offers of appointment are subject to the receipt of satisfactory references.

Additional Information/Supporting statement

The vacant position will be offered to the person who demonstrates to the selection panel that they can best satisfy the selection criteria through their education or training, current and previous employment positions held and relevant skills acquired.

It is important to show that you can satisfy the different types of criteria. To do this you need to say whether or not you have ever carried out similar tasks or held similar responsibilities and the level of these. Try to provide evidence to enable the selection to assess whether you have the skills being sought.

Disclosure of Criminal Convictions

All appointments at Xaverian College will be subject to an Enhanced Disclosure Check.

The check will include details of cautions, reprimands or final warnings, as well as convictions. Checks may also be made against government department lists of information held by the Department for Children, Schools and Families (DCSF), The Department of Health, including lists of those considered unsuitable for work with young people or vulnerable adults. Having a conviction will not automatically bar you from employment. This will depend on the circumstances and background to your offence(s).

For more information on the disclosure process please go to <https://www.gov.uk/disclosure-barring-service>

Offers of employment are subject to the receipt of a satisfactory Disclosure Certificate from the Disclosure Barring Service (DBS).

Equality & Diversity Monitoring

The College is committed to the principle of equality of opportunity and requires that all staff adhere to the College's Equality & Diversity Policy. All applicants must demonstrate this commitment by completing the equality opportunities monitoring form.

The Equality Act (2010) defines a disability as "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".

To be covered by the Act, an individual must therefore have:

- a long term physical or mental impairment (lasting or likely to last for 12 months or more) and
- a condition that has a substantial adverse impact on their day to day activities at work.

The College is committed to ensuring that all applicants with a disability, who fully satisfy the essential criteria for the position, will be invited to attend an interview. If you have a particular disability which we need to consider e.g. mobility, visual impairment, hearing difficulties et please contact the College prior to interview and we will attempt to facilitate your needs. Should you require the application form and supporting documentation to be provided in a larger text, please contact Human Resources.

Please return your completed application form to:

Human Resources, Xaverian College, Lower Park Road, Manchester M14 5RB

or

Send as an attachment by email to hr@xaverian.ac.uk.

If you are posting your application form to the College and would like us to acknowledge receipt of your application please enclose a stamped addressed envelope. If you receive no further communication from the College in relation to your application (usually within 4 weeks of the closing date) you may assume that you have been unsuccessful.

We look forward to receiving your application. Please do not hesitate to contact the Human Resources department if you have any queries.

Human Resources
Xaverian College

EQUALITY POLICY STATEMENT

XAVERIAN COLLEGE IS COMMITTED TO PROMOTING DIVERSITY AND PRACTISING EQUALITY OF OPPORTUNITY.

In accordance with the teachings of Jesus Christ and the Mission Statement of the College, the Governors of Xaverian College will take positive steps compatible with the Trust Deed and the resources of the College to promote diversity and equality of opportunity for everyone who becomes a member of the College community whether as an employee or as a member of the student body or who wishes to become so.

It is the aim of the College to recognise and promote the dignity and value of each individual, staff or student, as a member of the Xaverian community. The College also aims at all times, as part of its commitment to social justice, to treat all members of the College community with fairness and respect.

The Equality Policy aims to ensure that no group receives less favourable treatment by virtue of their skin colour, ethnic origin, gender, disability, age, social class, religious belief or sexuality. The College intends that all its members have equality of access to the provision of services, facilities, premises and employment. The College aims to promote diversity through a deeper understanding of our multicultural community and the wider local, national and global community of which we are a part. The College seeks to promote an inclusive and supportive learning community.

The College is committed to the promotion of an equality policy for its students and staff, in relation to recruitment, course allocation, academic progress and review, counselling, progression and support. No individual will be discriminated against on the grounds of any of the characteristics listed above.

In matters of employment the Governors will treat all job applications equally and ensure no applicant receives less favourable treatment than another on any of the grounds listed above. All persons appointed will be expected to actively support the College's Christian ethos. It is appropriate that the College maintains its distinct ethos as a Catholic Designated College. Therefore the following posts will be reserved for practising Catholics: Principal, Vice Principal and the Head of the Religious Education Department.

The College has detailed policies and procedures relating to the selection, and recruitment of employees. These aim to ensure there is no discrimination during any part of the staff selection process. Staff are trained in the implementation of these policies and procedures.

It is the responsibility of all staff and students to promote, abide by and uphold the College policy on equality. Evident breaches of this policy (e.g. any language or behaviour which is offensive to any individual or group) will be dealt with according to the appropriate disciplinary procedures for teaching staff, support staff and students as outlined in the relevant contracts, learning agreements and the Articles of Government of the College.

All members of the College commit themselves to the values of the College as expressed in its Mission Statement and are encouraged to see in their membership of the College community an opportunity to live and work together in the spirit of Jesus Christ who calls us to "love one another, as I have loved you", John 13:34.

DATA PROTECTION STATEMENT FOR STAFF

Data Protection Act 1998

Under the Data Protection Act 1998 the College has a legal obligation to ensure that all the information held and processed about you complies with the principles of the Act. Your personal data will be treated in confidence and will not be disclosed to any third parties except where:

- You have given your consent;
- The disclosure is in the legitimate interests of the College;
- There is a legal requirement or duty to the public, or where we may need to protect our interests and those of our staff and students.

Disclosing Sensitive Personal Data

In accordance with Principle 1 of the Data Protection Act, sensitive personal data should not be disclosed to third parties unless one of the following conditions has been met:

- You have given explicit consent (ideally written)
- The College has a statutory obligation (e.g. equal opportunities monitoring)
- Disclosure is in your vital interests (e.g. information relating to a medical condition)

Staff Collection Notice

In its capacity as an employer the College will need to keep information about a member of staff for purposes connected to his/her employment, including information on his/her recruitment and the termination of his/her employment. The sort of information held may include both computer and/or paper based records including information for payroll purposes, references, contact names and addresses and records (including, for example, disciplinary records) in relation to the member of staff's contract of employment.

These uses will be consistent with the employment relationship and with the principles of the Data Protection Act 1998. Such data may be processed only if it is necessary for the performance of a member of staff's contract with the College and/or is necessary for the purpose of exercising or performing any legal right or obligation of the College in connection with the employment and/or is necessary to protect the vital interests of the employee.

All information held will be treated with the utmost confidentiality and with appropriate levels of security. The information held will be for the College's managerial and administrative use only but it may be necessary, from time to time, to disclose some information held about the member of staff to relevant parties (e.g. where legally obliged to do so by the Inland Revenue or where requested to do so by the member of staff for the purposes of giving a reference). In the contract of employment, all staff agree to the College keeping information for these purposes for a reasonable period following its termination.

As part of the contract of employment, staff agree to the College keeping information about his/her health to comply with the College's health and safety and occupational health obligations.

The College may need to consider how the member of staff's health affects his/her ability to undertake his/her job, and if the member of staff is disabled under the Disability Discrimination Act 1995, whether he/she requires any reasonable adjustments to be made to assist him/her at work. The College may use this information to administer insurance, pension, sick pay and other related benefits.

Retention of Records

Records whether computerised or manual will be held by the College for such a period of time to enable the College to comply with statutory requirements.

Your Right

Under the Data Protection Act 1998 you have a right to a copy of the current personal information held on you by the College and a right to object to data processing that causes damage and distress. For further information please contact the Data Controller.

Staff can view their own computer based personal data via Columbus by clicking on the menu link '[My Personal Information](#)'. Staff requiring access to view their own paper records should contact the Human Resources Manager.

The Data Controller

The College's designated Data Controller is the Finance Director.



Disclosure Checks

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Xaverian College complies with the DBS code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information.

Xaverian College is committed to the fair treatment of its staff and potential staff regardless of an offending background.

We actively promote equality of opportunity for all with the right mix of qualifications, experience and skills and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interviews based on their skills, qualifications and experience.

A Disclosure is requested for all vacant positions at the College. For these positions, all application forms, job advertisement and recruitment pack will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent in writing separately, in confidence to the Human Resources Manager at the College and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Xaverian College to ask questions about your entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for, could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar any applicant from working at Xaverian College. This will depend on the nature of the position and the circumstances and background of your offences.