

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones



Rotherfield
Primary School

Rotherfield Primary School

Senior Administration

Officer

RTH/138

Closing Date: Sunday 16th September 2018 at Midnight



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Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield!

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. Rotherfield is a happy, dynamic school with high expectations of its pupils. It serves a diverse, inner London community and works with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work here you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it is essential that we recruit staff who share our commitment.**

In this role you will be demonstrate effective management of the day to day operations of the school. We will expect you to be proactive, take initiative, and take responsibility for the smooth running of the administration of the school, under the guidance of your line manager. You will be line managed by the School Business Manager who is accountable for the strategic leadership of premises, health and safety, ICT, finance, human resources and administration.

You will find a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, a supportive leadership team.

I would love you to visit us and get a sense of what Rotherfield is all about. Please call the office and make an appointment. I am also happy to discuss applications over the telephone.

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher

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Information about the school

You can find more information about our school from:

<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. Produce from the garden is used in our curriculum kitchen which was funded and runs in partnership with Jamie Oliver's Better Food Foundation. The school has recently refurbished its EYFS playground and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield is at an exciting phase in its development. We are in a Soft Federation with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 17 other Islington Schools through a collaborative network called Futurezone.

<http://futurezone.org.uk/>

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

Why do staff work here?



Lucy

I joined Rotherfield nearly 4 years ago as a Year 2 teacher and I have hugely enjoyed my time here. Throughout that time I have worked with a variety of excellent support staff and the relationships between staff are friendly and positive, making it a happy place to work.

Having previously worked in Barnet, which is very well respected for its borough support, I was unsure what to expect from Islington. But it has been a fantastic borough to work in. We have regular network meetings where staff from the same year groups gather to discuss and share good practise, as well as supportive visits from borough experts which I know has helped me develop as a teacher.

The children I have taught have always been excited and enthusiastic to learn and through my teaching I feel like I'm having a positive impact on their lives. Children come from a huge range of cultures and backgrounds which makes it an interesting and dynamic environment to teach in.

In my time at Rotherfield I have led the school in 'Art and Environment' as well as now leading 'cooking' which is very high profile at the school. 3 Teaching assistants are trained to cook with small groups of children in the afternoons so that all children who leave Rotherfield have a strong understanding of how to live healthily as well as preparing their own food safely. My role as Art and environment co-ordinator has allowed me to lead some exciting projects that have made the school environment a stimulating and engaging place for children, parents and staff alike. Examples are the recent regeneration of the library, a large playground mural and the stairwell art project where huge panels of wood were painted and designed by children to serve as a permanent display.

Recent changes in timetable have had a really positive impact on learning and I know that other changes are planned to ensure that children at Rotherfield are given an excellent education that equips them well for life.



Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team, firstly as an Assistant Head and now in my current role as Interim Deputy Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.

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Rotherfield
Primary School

Senior Administration Officer

Salary Grade Range: SO1

Actual Salary Range: £25,900.80 - £27,412.80 per annum

Contractual Status: Permanent, Full Time 35 hours, Term Time Only

Contractual Start date: October 2018

The Headteacher and Governors at Rotherfield Primary School would like to appoint Senior Administration Officer (SAO).

The role of SAO will have a major impact on the quality of day to day operations in the school, and subsequently how visitors and staff perceive our school. We are looking for someone who can:

- Lead on admissions for pupils, ensure parents receive good communication from the school on their child's entry.
- Undertake tasks related to the school finances under the direction of the SBM
- Demonstrate effective management and leadership of administration and operations.
- Demonstrate an understanding of the principles of customer service and strong customer relations.
- Take personal responsibility for the quality of service across the administration function of the school.

In return we can offer you:

- A school committed to your professional learning/development
- A vibrant and creative place to work
- A school at the heart of its community

Rotherfield is a vibrant and welcoming school, within the London Borough of Islington. Visits to the school are actively encouraged please contact the school office to arrange a time on 0207 226 66 20

Closing date for applications: Sunday 16th September 2018, Midnight

Interviews held: Week beginning 24th September 2018

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference RTH/138.

Rotherfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Rotherfield Primary School

JOB DESCRIPTION



POSITION	Senior Administration Officer
SCHOOL	Rotherfield
RESPONSIBLE TO	School Business Manager
GRADE	SO1

PURPOSE OF THE POST

To manage the School's admin office, ensuring efficient administrative and financial systems are established and maintained.

To be responsible for the day to day input of the school financial systems. The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the SBM.

Main Duties

Administrative and Secretarial:

1. Set up and maintain efficient office systems within the school's admin office, including manual and computerized information retrieval systems.
2. Draft and type correspondence, reports and other documents for the Headteacher.
3. Deal diplomatically with telephone enquiries and visitors to the school.
4. Monitor visitors access to the school – ensure safeguarding procedure followed.
5. Effective management and co-ordination of the School diaries.
6. Photocopy, distribute and filing of documents as appropriate.
7. Take notes of meetings in staff meetings and when Headteacher meets parents, type up notes and distribute to relevant people.
8. Order stationery supplies for school by completing order forms and send to supplier, receive stationery and distribute.

9. To photocopy teacher assessments and input data from tests sheets to support teacher analysis of test scores, uploading pupil data accurately to the DFE portal.
10. Administer school's admissions procedures for the nursery/school, by giving advice to parents and members of the public on admission criteria, collate applications for admission and monitor criteria being applied consistently. Also communicate with parents regarding the decision of the Headteacher.
11. Administer procedures relating to pupils transferring or leaving the school.
12. To liaise with the SLT to ensure the schools website is up to date.
13. To manage the school 'admin' email account, responding using professional tone and correct formal English in a timely way or forwarding as appropriate.
14. To have up to date knowledge of school calendar to assist parents with queries.
15. Co-ordination of the fruit and vegetable scheme.
16. Co-ordination of the under 5's milk scheme.
17. To take minutes for Governors meetings.

Pupil Data:

1. To lead the pupil database system for SIMS (pupils) - ensure all records are kept up to date and any requested reports created.
2. To ensure all Free School Meal forms/online registration are completed and recorded accurately, to liaise with the LA.
3. Keep record of pupil exclusions and reasons and provide information to the relevant department at Islington.
4. Liaise with parents to ensure they attend meetings with SLT after their child has been excluded.
5. Be responsible for all statutory data returns such as collection returns CENSUS, roll figures, absence returns and ensure statutory forms completed and returned by deadline.
6. To be responsible for the school's admissions procedures, including all necessary communications with the parents, and the LA as well as internally. Enter pupil data on joiners and leavers on system.
7. Responsible for request and transfer of confidential pupil records and co-ordinating secondary school record transfer.
8. To manage Nursery intake and admissions, including verifying 30-hour eligibility and invoicing/payments where necessary.

9. Manage pupil data by ensuring that all required pupil data is up to date and accurate i.e. parental consent and permissions, FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.

Personnel:

1. To lead the staff database system for SIMS (staff) - ensure all records are kept up to date and any requested reports created.
2. In conjunction with the Headteacher to manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out.
3. Coordinate induction for new staff, as required.
4. Fill in pay forms for salary information – starter / leaver and variation, process salary information and send to Personnel and keep a copy of form on personal file.
5. Liaise with relevant agencies/bodies such as TPA on pay and other pay related matters.
6. Maintain personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.
7. Ensure that staff DBS are up to date and complete applications as necessary for staff, volunteers and governors and pass to SBM for update of the Single Central Record.
8. Assist the SBM with maintenance of accurate Single Central Record.

Finance

1. To be aware of the schools' financial procedures and regulations (including financial controls, best value, and authorisation limits) and to ensure compliance at all times.
2. To maintain up to date FMS6 database through correct data input.
3. To assist the Business Manager to produce timely and accurate reports to governors.
4. To assist in carrying out prompt reconciliations of financial statements and to highlight discrepancies, under guidance of SBM.
5. To assist the Business Manager in the timely completion of financial year end procedures.

6. To assist in ensuring adequate stock levels, processing orders, deliveries and payments, invoicing and the collection of income (including fees, lettings etc).
7. To use spreadsheets in order to provide management information in a clear, presentable format.
8. To use Parent Pay and be able to run reports, and follow up debts as directed by SBM.

Personal Responsibilities

- To display personal and leadership qualities to required, to set an example to others.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to: **School Business Manager**

Signed ----- Date -----



PERSON SPECIFICATION

POSITION	Senior Administrative Officer
SCHOOL	Rotherfield
RESPONSIBLE TO	School Business Manager
GRADE	SO1

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

REQUIREMENTS		ESSENTIAL CRITERIA
EDUCATION AND EXPERIENCE	E.1.	Administrative experience at a senior level.
	E.2	Ability to type 45 wpm.
	E.3	Ability to acquire a working knowledge of the schools accounting procedures and the ability to complete basic statistical returns.
	E.4	Ability to carry out general office skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.
	E.5	Ability to take minutes of meetings.
	E.6	Ability to communicate effectively in writing, on the telephone and face to face <ul style="list-style-type: none"> • draft correspondence independently; • write and communicate verbally clearly and concisely.
	E.7	Ability to build and maintain an effective working relationship with a wide variety of people.
	E.8	Ability to monitor budgets and record expenditure.
	E.9	Diplomatic approach in dealing with difficult situations.
	E.10	Cultural awareness and sensibility
	E.11	Ability to prioritise to ensure that deadlines are met, whilst working under pressure
	E.12	Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.
	E.13	Ability to maintain strict confidentiality in all matters.
	E.14	Ability to use computer systems to an advanced level, including Excel
	E.15	Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the School.

	E.16	Ability to deliver services to customers meeting the school's standard for customer care in line with the contract with Islington Council.
	E.17	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
	E.18	A commitment to deliver services with the framework of the school's equal opportunities policy.
	E.19	Ability to form and maintain appropriate relationships and personal boundaries with children and young people
	E.20	Experience in operating computerised financial systems is essential – SIMS and FMS6
	E.21	Ability to produce accurate and detailed information
	E.22	Awareness of security and separation of duties
	E.23	Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
	E.24	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
Education and Experience		Desirable Criteria
	D.1	Educated to Degree level



Rotherfield Primary School

How to Apply

POSITION	Senior Administration Officer
SCHOOL	Rotherfield
RESPONSIBLE TO	School Business Manager
GRADE	SO1

Application Deadline

Completed application forms must be received by Sunday 16th September 2018, Midnight. Please note that late applications will not be accepted.

- Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference RTH/138.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 226 6620.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the professional email address for references coming from an employer.
- One reference must be from your present or most current employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.