GARDNERS LANE AND OAKWOOD FEDERATION

Information for candidates

Oakwood Primary School – Cotswold - Cheltenham – Gloucestershire – GL52 5HD
Telephone: 01242 515775
Email: admin@oakwood.gloucs.sch.uk
Website: www.oakwood.gloucs.sch.uk

Aspire and Achieve

ABOUT US

Gardners Lane and Oakwood Primary Schools are part of Gardners Lane and Oakwood Federation.

Both schools are non-denominational, co-educational Local Authority primary day school, educating children aged 4 to 11 years with a foundation.

The schools are happy and lively with strong links in the community. The Federation has established partnerships with the University of Gloucestershire, Gloucestershire College, Cheltenham Ladies College and CCP, which provides our pupils with a wealth of opportunities to enhance their curriculum entitlement.

It is our belief that children are at the heart of our school and that every child should be respected as an individual whose self-esteem and aspirations are nurtured to ensure they are happy and successful. This is emphasised with our 6 core values of: Determination, Honesty, Respect, Passion, Self-Belief and Teamwork.

Gardners Lane Primary School is located in St Pauls area of Cheltenham and draws from the wards of St Pauls, St Peters, Swindon Village and St Marks.

Oakwood Primary School is located in Whaddon area of Cheltenham and draws form the wards of Whaddon, Lynworth, Priors and Prestbury.

Both schools pride themselves on being fully inclusive and serve a wide demographic. High levels of pupil premium, SEND and social challenge provide staff with the opportunity to make a real difference in children's lives supporting to Aspire and Achieve.

For more information about Gardners Lane Primary please visit the website www.gardnerslane.org.uk and for our performance table please visit https://www.compare-school-performance.service.gov.uk/school/131249/gardners-lane-primary-school

For more information about Oakwood Primary please visit the website www.oakwood.gloucs.sch.uk and for our performance table please visit https://www.compare-school-performance.service.gov.uk/school/135857/oakwood-primary-school

VACANCIES

Please note we will only accept applications that have been submitted using the Federation/GCC application form. Application forms must be completed in full and contain details of two referees that can be contacted prior to interview. Please note we do not accept CVs or applications that arrive after the closing date.

Essential and desirable criteria for the post can be found in the Job Description and Person Specification.

Only applicants selected for interview will be contacted. Therefore, applicants who have not heard from school within 2 weeks of the closing date should assume that they have not been shortlisted.

In accordance with our data retention policy, we will keep all paperwork related to the recruitment of this post for 6 months after which it will be destroyed.

If you are unable to complete an online application or have trouble accessing the application form, please contact school on 01242 515761 (Gardners Lane) or 01242 515775 (Oakwood) to request an alternative format.

SAFEGUARDING STATEMENT

The Federation is committed to the safeguarding of all its learners, staff and visitors.

Safeguarding is a priority with arrangements in place to ensure learners feel, safe on school premises and during off site activities.

The learner experience and individual achievement are paramount and safeguarding initiatives are developed to impact positively upon this.

The Federation ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies, procedures and associated arrangements.

The Federation provides a safe physical environment for its learners and staff, ensuring that premises are well maintained.

Health & Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise the Federation's commitment to the safeguarding of its learners and staff.

The procedures include questioning at interview stage, verification of appropriate qualification, acquiring references, and necessary safety checks.

Each school has a 'Designated Safeguarding Lead' responsible for Child Protection, supporting staff in carrying out their safeguarding duties and working closely with other services.

The Federation has policies and procedures in place to deal effectively with Child Protection and Safeguarding issues together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities.

The Federation's commitment to Safeguarding is paramount to the success of the learners.

Federation governors and senior management team will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff and volunteers.

SAFER RECRUITMENT

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All positions are subject to an enhanced DBS check.

The Federation aims to be an equal opportunities employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion or belief, sexual orientation, marriage or civil partnership status, pregnancy or race.

Please ensure you read the school's Safeguarding Policy

https://www.gardnerslane.org.uk/Policies/

https://www.oakwood.gloucs.sch.uk/Policies/

At least one member of the interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues

All shortlisted candidates will be required to complete a self-declaration form prior to interview.

Shortlisting and Reference Requests

References will be requested after the shortlisting stage directly from the referee. They will be asked:

- the referee's relationship with the candidate
- details of the applicant's current post
- performance history and conduct
- if there is any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired

- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, we will ask for specific details of the concerns and reasons why the referee believes the candidate may be unsuitable to work with children.

Pre-employment checks

We may carry out online searches of all shortlisted candidates, in order to identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

All staff will require pre-employment checks which include an enhanced DBS, satisfactory Health clearance and evidence of Right to Work in the UK. Applicants who have lived or worked overseas within the last 10 years must provide an equivalent DBS certificate or Police clearance from the Country that they resided or worked in. Prohibition checks will be completed if relevant to the job role.

Rehabilitation of Offenders and Policy on the recruitment of Ex-Offenders

Please ensure you read our Rehabilitation of offenders and policy on the recruitment of ex-offenders
https://www.gardnerslane.org.uk/Policies/

https://www.oakwood.gloucs.sch.uk/Policies/

INTERVIEW DETAILS

All candidates that are invited to interview will be required to bring along Photo ID to confirm their identity. If possible, a copy of qualifications relevant to the post and evidence of the Right to Work in the UK should be brought to interview.

Any anomalies in the application form or missing information will be addressed at the interview. If the application form was submitted electronically, the candidate will be asked to sign a hard copy on the day of the interview.

Details of the salary hours and holiday specifics will be available at the interview.