



# Kendrick School Vacancy Information Pack **School Business Manager**



***Lead, Inspire, Make a Difference***

Dear Applicant

It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our School Business Manager vacancy. As the school's leading support staff professional, you will be part of the Senior Leadership Team reporting directly to me. You will be responsible for the financial strategy and business management of the school including the premises and is a key position in the school.

Kendrick School is an 11-18 selective girls' school with academy status. It has a local and national reputation as an outstanding school and has an impressive record of achievement as a centre of excellence for girls' education.



In its last five OFSTED inspections, Kendrick was judged an “*outstanding*” school. In our most recent inspection in November 2022, OFSTED stated “Pupils and sixth formers are justly proud of their school community. They delight in their learning and truly excel here. One parent spoke for many when reflecting, ‘The school does a great job of creating well-rounded, kind, human beings who will hopefully go on to make the world a better place. The academic results are important of course, but far from the only focus.’ Inspectors totally agree.”

Kendrick is a forward-looking school that grasps the opportunities that present themselves. A love of learning is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is engaging, rich and ambitious. All staff are hardworking and dedicated; students are bright, enthusiastic and curious, they love being at their school.

At Kendrick, students enjoy a rich and varied extracurricular education. The House System provides opportunities for healthy competition with numerous annual house events, which are key activities in the school year. Kendrick Student Leaders work energetically and collaboratively with staff to support this vital community element of the school. In addition, we have a School Council, which discusses and drives change for students.

Safeguarding and students' mental health and wellbeing are prioritised above all else. As stated by [Ofsted in November 2022](#), ‘The arrangements for Safeguarding are effective at Kendrick’ and ‘there is a culture of vigilance’ where ‘staff care deeply about pupils’ wellbeing’.

As part of Kendrick's Widening Horizons strategic initiative, we actively pursue partnerships with schools and businesses in our local area and beyond. These associations benefit the students of Kendrick, as well as those in neighbouring schools. We share our good practice and offer opportunities to work with primary and secondary schools in the Reading area.

Kendrick has been expanding over the last three years, a process that started in September 2020 when an additional 32 students joined the school in Year 7. This year we welcomed the last of the expanded cohorts into Year 7, which completes the expansion, making Kendrick a four-form entry school for Years 7-11. In the [admission process](#), priority is given to pupil premium students and students living in the Reading area, which is called Priority Area 1. Our [Widening Horizons](#) initiative commits us to achieving greater participation and access for students from local primary schools. In July 2024, we were awarded the Sutton Trust Fair School Admissions Award at Gold level. This is a great accolade for the school which we are very proud of.

As the Headteacher of Kendrick, it is my vision to *lead, inspire and make a difference to the lives of girls and young women*. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is.

**Ms Christine Kattirtzi**  
**Headteacher**



## THE KENDRICK PLEDGE



We, the students, staff and friends of Kendrick School, pledge to uphold the values of friendship, kindness and respect. We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all.



## WHY WORK AT KENDRICK SCHOOL?

Kendrick School is a welcoming, inclusive and happy community. The Ofsted report November 2022 stated "The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils' excellent behaviour and impeccable manners make Kendrick a very special place to be."

We can offer you:

- Friendly, welcoming and supportive colleagues.
- Highly motivated and engaged students.
- Access to a 24/7 Employee Assistance Programme.
- Training and development.
- Local Government Pension Scheme membership.
- Free onsite parking.
- Access to our swimming pool.

## THE ROLE OF FINANCE AT KENDRICK SCHOOL

The role of the Finance Department is to oversee and manage the school budget and handle the financial operations and accounting transactions for the school to achieve the best educational outcomes for its students within the regulatory DfE financial framework.

As the School Business Manager (SBM) you will principally be deployed in the Finance Department and will lead an experienced team of Finance Officers responsible for carrying out the financial and administrative functions of accounts payable and accounts receivable. Being at the centre of the administrative function of the school and its interaction with all curriculum and administration departments, the Finance Team understands the challenges and demands of a finance department in a school.

The three Finance Officers, reporting to the School Business Manager, are suitably qualified and are well established and skilled in their part-time roles.

# THE ROLE – SCHOOL BUSINESS MANAGER

## School Business Manager

**Job Type:** Permanent; full time; 52 weeks

**Start Date:** 5<sup>th</sup> January 2026 or earlier

**Salary:** Leadership Scale 9-14: £63,070 - £71,330pa

**Holidays:** 5 Weeks plus public holidays

Graded 'Outstanding' in all OFSTED inspections, Kendrick School is a centre of academic excellence with a track record of high performance and achievement.

Due to the retirement of our current School Business Manager at the end of the autumn term, we are seeking to appoint their replacement from 5<sup>th</sup> January 2026 or earlier. As the school's leading support staff professional, you will be part of the Senior Leadership Team reporting directly to the Headteacher. You will be responsible for the financial strategy and business management of the school including the premises. As part of the role, you are the Chief Financial Officer and Company Secretary to the Trustee Board.

### The successful applicant will:

- Be educated to degree level and have a recognised CCAB Accountancy Qualification and/or a qualification in School Financial and Operational Leadership.
- Lead on all financial and business matters within the school, ensuring that financial decisions are clearly linked to the school's strategic aims and development plan
- Have sound business knowledge, including premises and capital management, ideally in a school setting but not essential
- Have excellent organisational skills and an ability to prioritise
- Remain calm under pressure, with an ability to provide solutions and adapt to changing priorities
- Have good communication and written skills
- Be able to motivate and lead a team
- Attend meetings related to the requirements of the role of SBM after school, in person and remotely.
- Have an understanding and commitment to safeguarding, health and safety and promoting the welfare and educational outcomes of children.

Kendrick School is a welcoming, inclusive, and happy community, with students who are engaging, cooperative and eager to learn. Benefits include an Employee Assistance Programme, free car parking, a contributory pension scheme, training and development and use of the swimming pool and sporting facilities on the school site.

The Ofsted report in November 2022 stated:

*"The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils' excellent behaviour and impeccable manners make Kendrick a very special place to be".*

Further details and an application form can be downloaded from the school website or obtained by emailing [aemberson@kendrick.reading.sch.uk](mailto:aemberson@kendrick.reading.sch.uk).

CVs cannot be accepted as a method of application.

Visits to the school are welcome. Please contact Amanda Emberson-Powney ([aemberson@kendrick.reading.sch.uk](mailto:aemberson@kendrick.reading.sch.uk)) to arrange a visit.

**Closing date for applications:** 5pm Thursday 2<sup>nd</sup> October 2025

**Interview:** Friday 10<sup>th</sup> October 2025

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

*Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer*

## JOB DESCRIPTION

### SCHOOL BUSINESS MANAGER

<b>Reports to:</b>	Headteacher
<b>Salary:</b>	£63,070 - £71,330pa
<b>Employment Status:</b>	52 weeks; permanent; full time
<b>Holidays</b>	25 days plus public holidays

### JOB PURPOSE

Responsible for the strategic leadership, management and development of efficient financial, personnel and support services for the school, including:

- Budget planning, monitoring and financial control
- Completion of statutory returns to the DfE and other statutory bodies.
- Completion of management accounts to the Headteacher and Trustees.
- Audit compliance and policies
- Capital and other grant applications and fundraising
- Payroll, pension and financial personnel records
- Managing the Finance and Premises Team
- Overseeing site services including catering and cleaning
- Act as Company Secretary
- Act as Educational Visits Coordinator (EVC)

### KEY ACCOUNTABILITIES

All members of the School Leadership Team are expected to contribute to the following processes:

- Maintain educational excellence
- Strategic planning
- Standards of monitoring, performance tracking and intervention
- Personnel leadership/management
- Effective deployment of resources
- Efficient Administration
- Promotion and protection of the school and its reputation
- Committed to the values and ethos of the school as expressed in the Kendrick Pledge

## **STRATEGIC LEADERSHIP AND MANAGEMENT**

- Participate as a full member of the Senior Leadership Team (SLT), leading in school business management providing solutions and promoting effective management and strategic leadership.
- Take a strategic view of the development of all business and support systems for the school, consulting with SLT and Trustees and taking responsibility for initiating and delivering improvements.
- Provide strategic support to the Kendrick Trust Board on all aspects of school business.
- To provide leadership and guidance for support staff, including overseeing line management and appraisals
- To be responsible and supportive for all matters within the management of the school
- To lead the planning and monitoring of effective professional development of support staff.
- To take a strategic view and contribute to the Kendrick School Development Plan (KSDP)
- Lead and take a strategic view of the sustainable management of the school business and incorporating the Climate Change Action Plan.
- To ensure and maintain the status of the school as a girls' grammar school academy
- To provide strategic support to the Headteacher and trustees

## **FINANCIAL MANAGEMENT**

- To advise and report to the Headteacher and Trustees on all financial matters including management accounts, investment and financial policy, preparing appraisals for projects and responsible for the development of a long- term financial strategy for the future development of the school.
- Prepare for approval by the Headteacher and Trustees the annual estimates of income and expenditure.
- To prepare and obtain agreements of budgets and to monitor accounts against budgets.
- To be responsible for all the financial administration, procedures and processes in the school.
- To liaise with external auditors, bank and other statutory bodies.
- To liaise with the Kendrick Foundation Trust.
- To use financial management information, benchmarking tools, to identify areas of relative spend, assess trends and to directly advise the SLT and Trustees
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures in line with best practice and regular internal assurance review.
- Remain up to date with the DfE Academies Trust Handbook financial regulations and arrangements and advise the Headteacher and Trustees of all relevant changes.
- To be responsible for the tender procurement processes, policies and activities within the school and ensuring these meet the relevant standards.
- Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers.
- Leadership and management of school lettings. To oversee income generation including educational visit income, fundraising, letting and lease arrangements
- Oversee grant income and expenditure including the Bursary and Pupil Premium Grants
- To be responsible for school insurance arrangements.
- To be responsible for the maintenance of financial regulations and procedures manuals and their adherence.
- Attend regular meetings including SLT, Trustee meetings, School Forum meetings, SBM network meetings

## **PERSONNEL**

- To be responsible for payroll and pension for all school staff.
- To advise the Headteacher and Trustees on the financial assessment of salaries, expenses, sickness and maternity procedures, redundancy and other HR matters.

- To maintain confidential staff records on SIMS and to ensure that staff records held in the school are kept confidential.

## SUPPORT AND OTHER SERVICES

- To be responsible for the maintenance of the school's site and buildings, and the efficient operation of all facilities on the property.
- To be responsible for the management of health and safety, risk management, business continuity.
- As Educational Visits Coordinator (EVC) to be responsible for and oversee the use of Evolve for trips and activities.
- Lead a culture of continuous improvement across the school business functions, working to improve efficiency and effectiveness in all aspects of the school's support services.

This Job Description sets out the duties of the post at the time it was drawn up. The Headteacher may vary duties once the appointment has been made in discussion with the successful candidate, without changing their general character or the level of responsibility entailed.

## PERSON SPECIFICATION

An enhanced DBS clearance is an essential requirement.

	Selection Criteria		Evidence
	Essential	Desirable	
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification</li> <li>• Accounting Qualification CIMA, CIPFA or equivalent.</li> <li>• School Business Management or Leadership diploma</li> <li>• Willingness to undertake induction training</li> <li>• Willingness to undertake in on-going training</li> </ul>	Strong background in finance and business leadership and management Knowledge of Sage Intacct Knowledge of Evolve Qualification in site safety management. Health & Safety Levels 1,2 and or 3 Knowledge of school finance management and statutory requirements.	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in providing strategic leadership</li> <li>• Has a good understanding of financial management, controls and practices in schools</li> <li>• Understands school funding and financial framework.</li> <li>• Experience in budget setting and monitoring</li> <li>• Experience of leading and managing a team (Finance and or Premises Team)</li> <li>• Knowledge of accrual accounting, fixed assets accounting principles, accounts payable and receivable and all accounting transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar establishment.</li> <li>• Knowledge of school, financial, administrative and premises procedures, processes and legislation</li> <li>• Knowledge of financial and H&amp;S regulatory standards and compliance requirements</li> <li>• Working knowledge of SIMS, Evolve &amp; ParentPay</li> </ul>	Application Form Interview References

	<ul style="list-style-type: none"> <li>• Experience of using Finance Management Systems and software in school setting</li> <li>• Knowledge of Health &amp; Safety legislation &amp; requirements in schools</li> <li>• Knowledge of carrying out risk assessments</li> <li>• Experience in grant management: capital grants, bursaries.</li> <li>• Experience of generating and reporting to Headteacher and Trustees.</li> <li>• Experience in researching and analysing financial data to focus on school's objectives.</li> <li>• Experience of working in a busy office environment and working to deadlines.</li> <li>• Knowledge of day-to-day premises operations and maintenance.</li> <li>• Experience using, word processing and databases packages</li> <li>• Experience of dealing with a wide range of people over telephone and email</li> </ul>		
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrates high level of attention to detail and accuracy</li> <li>• Ability to show proven record of working on own initiative and using own judgement to research and solve problems.</li> <li>• Excellent written and oral communication skills, with ability to communicate effectively at different levels.</li> <li>• Excellent numerical and IT skills and the ability to effectively operate a range of ICT equipment and other resources</li> <li>• Ability to absorb and understand a wide range of information</li> <li>• Ability to multi-task and work under pressure</li> <li>• Able to work flexibly to support others and respond to unplanned situations in dynamic environments such as the Finance and Premises departments.</li> <li>• Can contribute to the development of policy and strategy.</li> <li>• Has the ability and capacity to make sound logical decisions</li> <li>• Excellent team working skills, with a reliable and flexible attitude to work.</li> <li>• Able to appropriately deal with confidential information</li> <li>• Efficient and meticulous in organisation</li> <li>• Able to follow direction from Headteacher and Trustees.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school policies, procedures, codes of practice, and awareness of relevant legislation</li> <li>• Hands on day-to-day administrative assistance with Premises Team</li> </ul>	Application Form Interview References



	<ul style="list-style-type: none"> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>		
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## SAFEGUARDING AT KENDRICK SCHOOL

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every two years and refresher training every year
- New staff receive training within one month of joining Kendrick

## SAFER RECRUITMENT POLICY

The Headteacher and Trustees of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in our [Safeguarding and Child Protection Policy](#) and [Keeping Children Safe in Education \(September 2025\)](#)

### Introduction

The Safer Recruitment statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults;
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member has completed the statutory Safer Recruitment Training.

## Advertising Roles and Inviting Applications

- All recruitment advertisements will include the statement: *Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.*
- Prospective applicants will be supplied, as a minimum, with the following on our website:
  - An application pack which includes:
    - A job description;
    - A safer recruitment statement;
    - Information on how to complete the application form and how to apply.
  - Application Form - all prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history. We will not accept CVs as a method of application.

## Shortlisting and References

- Short-listing of candidates will be against the Job Description and Person Specification for the post.
- The application form will be scrutinised for any safeguarding concerns, and if these exist, will be raised with the applicant at interview.
- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions regarding:
  - The candidate's suitability for working with children, young people, and vulnerable adults;
  - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
  - The candidate's suitability for this post.
- Applicants who are invited to interview must provide a signed Declaration of Convictions form before attending the interview. They will be required to sign a hard copy on arrival at the school.
- We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

## The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require, as a minimum, an interview of short-listed candidates.
- Interviews will always be face-to-face.
- The selection process will involve:
  - A formal interview with the Headteacher and Head of Department or line manager. A trustee will be part of interviews for Head of Department roles and above
  - An informal interview
  - A lesson observation or task
  - A student panel, supervised by a member of staff
  - A safeguarding interview with the Deputy Safeguarding Lead or a Deputy Designated Safeguarding Lead where candidates will be required to:
    - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.
    - Declare any information that is likely to appear on a DBS;
    - Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
    - Explain satisfactorily any gaps in employment;
- Kendrick School will always:
  - Confirm the outcome of the interview to the applicant within one week
  - Give feedback on the interview if requested by the applicant

## Employment Checks

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. As a minimum Kendrick School will undertake the following:

- Verify a candidate's identity. it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.
- Obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the person's right to work in the UK, including EU nationals.
- If the person has lived or worked outside the UK, make any further checks as appropriate
- Verify professional qualifications, as appropriate.

## Induction

All staff joining Kendrick School will be required to:

- Complete the online NSPCC Child Protection training within two weeks of joining the school
- Receive specific Kendrick School safeguarding training with the DSL
- Sign a declaration to confirm they have read and understood the following policies and documents:
  - Keeping Children Safe in Education (KCSIE)
  - Kendrick School Safeguarding and Child Protection policy
  - Confidentiality policy
  - Whistleblowing policy
  - Code of Conduct policy
  - Health and Safety policy
  - Internet and E-Safety policy

## HOW TO APPLY

- Please complete the application form which you can download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to [aemberson@kendrick.reading.sch.uk](mailto:aemberson@kendrick.reading.sch.uk) by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

## GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

(Only the sections marked with an asterisk (\*) will have guidance notes below)

### Personal Details

Please enter your personal details fully so we may contact you about your application.

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a ECT we recognise that you may not have received your teacher reference number at the time of application.

## References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. The second referee should be a different organisation from the first referee. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

**Early Careers Teachers (ECTs) (if applicable):** ECTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

**Internal Applicants:** Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

## Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

## Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

## Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

## Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)

### IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of "spent" convictions.

However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide 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 in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

### **Obtaining police checks for period lived outside the UK**

If you have **lived outside the United Kingdom (UK) for a period of more than 12 months or more in the past 10 years, while aged 18 or over** you will be required to provide satisfactory police check from that country(s) to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you, please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](https://www.gov.uk) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

### **Filtering of Cautions and Convictions**

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from:  
[www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

### **The Filtering Rules**

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences



- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).