



Dear Applicant

RE: Post of Administrative Assistant – Finance and HR

Thank you for requesting an application pack for the above post. Included in the pack is:

- The Job Description – this states the main duties and responsibilities of the post and the individuals' responsibility for promoting and safeguarding the welfare of the young people they will be responsible for and in contact with.
- Person Specification - this states the qualifications, experiences and other requirements needed to perform the role.
- The Application Form must be completed fully; Curriculum Vitae will not suffice. Please read the explanatory notes about completing the form as incomplete application forms will not be accepted. The form will be used to assess against the criteria contained in the Job Description and Person Specification in order to shortlist possible candidates. Providing false information is an offence and can result in the application being rejected or summary dismissal if the applicant has been selected.
- The Recruitment of Ex-Offenders Policy
- Child Protection Policy
- Emotional Intelligence Statement
- Appendix C Safeguarding Against Violent Extremism
- GDPR Information for Applicants and New Employees
- Ofsted Report

We ask two people to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most recent employer. If your last employment 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. Open references will not be accepted and references from persons writing solely in the capacity of relatives or friend are not acceptable. Harbinger School reserves the right to approach previous employers to verify information.

Harbinger School is committed to equal opportunities and follows the Tower Hamlets Equality and Diversity Policy. Harbinger School is committed to safeguarding children and all candidates will be required to undertake an enhanced disclosure via the Disclosure and Barring Service and Barred List check.

The interview procedure; shortlisted candidates will be invited to a face-to-face interview as well as an observation to further assess the merits of each candidate against the job requirements and explore their suitability to work with children. The interview panel will consist of more than one person, one of whom has received safeguarding children training. Candidates will be asked to provide documents confirming their identity and relevant copies of their qualifications.

Appointments will be made conditionally upon two satisfactory references, verification of ID, enhanced DBS disclosure, Barred List and Prohibition from Teaching checks, verification of qualifications and satisfactory completion of probationary period. Harbinger school is compliant with GDPR (2018).