Haydon Bridge High School

Headteacher: Darren Glover

December 2018

Dear Applicant

Application pack for post of Business Manager

Thank you for your interest in the above vacancy.

Please find enclosed:

- the job description
- the person specification
- an application form
- guidance notes for applicants
- Criminal Records Declaration Form
- school's Equality in Employment Policy

If you wish to apply for the post, you should return two documents:

Application Form

Please complete all parts of the application form as fully as possible.

Criminal Records Declaration Form

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be "spent" and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

I look forward to receiving your application.

Yours faithfully



Darren Glover
Headteacher

North Bank, Haydon Bridge, Northumberland. NE47 6LR
Telephone: 01434 684422 • Email: hbhs@hbhs.co.uk
Web: www.haydonbridgehigh.co.uk