

Headteacher: **Mr. Shaun Moody**

St John's College

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ST JOHN'S COLLEGE, CARDIFF

CANDIDATE WELCOME AND PRIVACY STATEMENT

Updated: 9/6/2020



Thank you for your interest in employment with us at St John's College, Cardiff.

Since its inception in 1987, St John's College has grown to become a leading independent School in Wales and its Catholic ethos aims to be truly universal and embrace all faiths and none into its welcoming, inclusive community. There is a genuinely warm welcome to everyone at St John's, regardless of background, and we take enormous pride in the strong sense of family and community spirit kindled by our dedicated teachers and support staff. Our core philosophy - 'work hard, play hard and look after one another' - is at the very heart of our teaching and learning programmes.

We work immensely hard to ensure we achieve outstanding academic results and exhibit exemplary pastoral care; therefore, we make every effort to ensure that our recruitment process supports us in finding the right candidate who can join us in upholding these standards. Likewise, are committed to Safeguarding and Promoting the Welfare of all children; candidates should be aware that all posts in our School involve some degree of responsibility for safeguarding children and young people.

St John's College pays full regard to the Welsh Assembly statutory guidance 'Keeping Learners Safe in Education', document 158/2015; anyone who works in our School is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors). Therefore, all candidates will be subject to appropriate checks in line with current legislation and best practice.

In order to progress with an application, the next stage of the process requires you to complete the attached form. Please read the accompanying notes concerning mandatory information required for compliance and safeguarding purposes when completing your application form. All information provided by you will be treated in the strictest confidence, but will be subject to verification if your application proceeds beyond this stage.

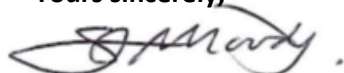
Once your application has been reviewed and found to be acceptable, we shall take the next steps, which will include inviting you to attend an interview and to take a guided tour of our School. Ahead of that interview we shall seek references and may also approach previous employers for information to verify particular experience or qualifications that may have been outlined in your application form. Any relevant issues arising from these references will be taken up at interview.

In addition to a candidate's ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children.

Owing to our safeguarding and child protection obligations, only completed applications can be progressed.

We look forward to welcoming new members to the team, and wish you success in the application process

Yours sincerely,



Mr. Shaun Moody,
Headteacher.

Privacy Statement

The candidate application form will be processed by our internal HR department. The information collected will be processed, stored and treated as confidential personal information in respect of the General Data Protection Regulations (GDPR.) The information will only be used for the stated purposes of arriving at a selection decision with regard to safer recruitment practice and, where applicable, the formation of a contract of employment. Data captured in this form will not be shared with any third party without prior consent.

If a job application is successful, this form will be stored securely in an individual's permanent employment record within the HR Department. If a prospective employee does not start employment, the application will be kept for no longer than necessary and then destroyed. This is usually for a period of up to six months to allow for the consideration and resolution of any disputes or complaints.

The school will comply with the rights of a candidate as outlined in the current GDPR. These can be found at the following website:
www.ico.org.uk

Any requests/ objections or complaints concerning data should be made in writing to the school's Data Protection Coordinator - Miss. Nikki Thomas, HR Manager - nthomas@stjohnscollegecardiff.com