**No previous applicants or CV's will be considered.**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK. This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must be fluent in the English language (as a requirement of Part 7 of the immigration act – for the effective performance of a customer-facing role).

Crowdys Hill School is committed to safeguarding and promoting the welfare of children and young people expects all staff and volunteers to share this commitment, all post holders are subject to background checks, an Enhanced Criminal Records Bureau Disclosure and employment checks.

Online searches will be carried out and references will be called for and checked prior to interview. The right to work in the UK, qualifications and proof of address will be checked at the time of the interview.