

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

Recruitment Policy

Leicester Community Academy is an equal Opportunities Employer. Our recruitment policy is fair for all members of the community male and female from different religions and backgrounds.

Any vacancies that the school has will be advertised on the school's website, newspapers and in the local community.

Any applicant who applies for a post at the school must have some experience in teaching or subject knowledge.

A member of staff from Leicester Community Academy will discuss the following on the day of the interview:

- ✚ Job description
- ✚ Pay
- ✚ Hours of work
- ✚ Holiday pay
- ✚ Policies & procedures
- ✚ Roles and responsibilities
- ✚ Terms and conditions

Successful applicants will be offered an interview and will be asked to provide the following on the day of the interview:

1. A CRB Certificate & List 99 Check issue number and issue date. If a CRB Certificate is not available then a CRB Disclosure Form must be completed.
2. Confirmation of identity with photograph (e.g. Identity Card, Passport or Photo Driving Licence).
3. Your National Insurance Number.
4. 2 References – one must be from the last employer and the reason for leaving the previous job.
5. A medical statement.
6. A recent utility bill for proof of address (it must be less than 3 months old).
7. Any achievements or voluntary work carried out in the last 3 year.

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8. Any training certificates held (e.g. First Aid, Child Protection).
9. Any disciplinary actions taken in the previous employment.
10. Recent passport showing your immigration status & that you are allowed to work in the UK.

Successful applicants will be offered a full time or part time job, depending on the vacancy.

Reviewed: September 2016

Next Review: September 2017