



KING GEORGE V SIXTH FORM COLLEGE

JOB DESCRIPTION

Director of Finance



DIRECTOR OF FINANCE

The Appointment

The key accountabilities of this post are:

- To be responsible for the operational management of the College's financial functions
- To ensure the College has a robust accounting system that provides accurate, relevant and timely information to the Senior Leadership Team and Governors
- To provide support for the Senior Leadership Team and Governors

Responsible To The Principal

Duties and Responsibilities

- To ensure close liaison and co-operation with members of the Senior Leadership Team to successfully deliver the College's strategic plan
- To be responsible for the effective and efficient financial management of the College, including preparation of monthly and annual financial and management accounts, ensuring financial transactions comply with current SSAP's, FRS and IFRS; audit compliance; internal financial control; risk management; and completion of the College's financial reports and returns
- To review, develop as necessary and implement the College's accounting system, ensuring it:
 - supports the strategic aims of the College
 - enables the College to maintain an accurate record of its financial transactions
 - provides accurate, relevant and timely financial information for the Senior Leadership Team and Governors
- To advise the Clerk to the Corporation on the procedural timetable for finance business to be taken to the appropriate Committee of the Governing Body for approval/signature
- To attend Senior Leadership Team and Governing body meetings
- To set the annual College budget and 3-year Financial Plan, and ensure the submission of the related information to the national funding body as required

- To lead the annual negotiation of the national funding body agreement and any other major funding sources e.g. Learning Support, High Needs Students etc
- To produce national funding body returns
- To work with the Senior Leadership Team to ensure that measures are implemented to ensure that the College's target surplus levels are attained
- To prepare and issue monthly and annually financial and management information reports to strict deadlines for consideration by the Senior Leadership Team and the Governors, provide information and advice on the financial performance of the college and develop Key Performance Indicators which support this
- To re-forecast budgets on a quarterly basis ensuring appropriate monitoring of capital, revenue, cash flow and expense
- To ensure that all budget areas within the College are effective and efficient, particularly through the early identification and reporting of likely variations to the Senior Leadership Team
- To provide advice to management on the consequences of existing and proposed policies relating to funding and finance to support the development and implementation of College policies
- To oversee the financial management of all capital projects and support the Assistant Principal (Human Resources and Estates) in all financial aspects of estates management
- To prepare the College's statutory accounts in the required format and working papers and notes to meet the deadlines for external audit
- To draft, implement and monitor the College Financial Regulations and Procedures, in liaison with the Finance Officer, ensuring effective financial management and best practice.
- To ensure that the College meets its statutory obligations as outlined in the Financial Memorandum of the appropriate national funding bodies
- To be responsible for the College's Treasury Management policy, including the monitoring of the College's Bank Accounts and surplus cash investment to meet the College targets, and to be the main point of contact for Corporate banking
- To monitor monthly the cash flow against budget and report as appropriate to Finance Executive and Governors Finance and General Purpose Committee

- To manage audit contracts for the College including agreement on the scope of audit and practical arrangements. This will probably include financial audit, regularity audit and internal audit. To liaise with audit teams in College and agree audit reports
- To liaise with appropriate external agencies in the completion of the above e.g. College external and internal auditors, the national funding body, the Local Authority, SFCA, AoC etc, and to represent the College where necessary in both the local and the national context
- To lead the College's Risk Management strategy, including responsibility for the Risk Management register and risk monitoring
- To have direct responsibility for a number of individual budgets e.g. audit, insurance, bank charges, staff expenses
- To negotiate the main College utility contracts and annual insurance renewals working in close liaison with the Finance Officer
- To have an oversight of Procurement ensuring that acquisition of goods and services is appropriate and cost efficient, including compliance with national and EU legislation and the College Financial Regulations and Procedures working in close liaison with the Finance Officer
- To monitor the College's contracts (including ground maintenance, security, cleaning, catering etc) in liaison with the Finance Officer and Assistant Principal (Human Resources and Estates), and ensure that they are put out to tender on a timely basis and in accordance with College procedures, supporting the preparation of specifications for contracts entered into by the College and liaising with College solicitors as appropriate
- To ensure, with the Assistant Principal (Human Resources and Estates), that systems for managing financial support for students are fair, accessible and efficient.
- To write up the books (cash book and investment records) of College charities (Amenities and Prizes Charity, Educations Foundation and Mason Trust), prepare annual accounts, tax returns and obtain tax repayment, and to report at these bodies annual meetings
- To act as liaison between the Trustees of the College charities and Investment Managers
- To complete and forward returns to Charity Commission
- To Line Manage all Finance staff as appropriate

- To provide a training programme for the Finance Officer supporting continuous professional development in aspects of management accounts, as well as provide training for other staff as required in the College as a whole.
- To participate in the College performance management scheme as an appraiser and appraiser
- Any other duty required and applicable to this level of post

The job description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students.

Job descriptions are subject to change because of the changing environment in which the College operates.

PERSONAL SPECIFICATION

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Description	<u>Essential</u>	<u>Desirable</u>	Assessment Method
Qualifications			
To hold relevant professional qualifications e.g. CIMA, ACCA or equivalent	E		Application Form/Certificate(s)
First Aid Qualification		D	Application Form/Certificate(s)
Experience			
Proven previous experience of management at a senior level in a Finance/Accountancy role	E		Application Form/ Interview Assessment
Other relevant experience		D	Application Form/ Interview
Experience of IT	E		Application Form
Personal			
High level of literacy and numeracy skills	E		Interview Assessment
Enthusiastic and energetic	E		Interview/Task/Reference
Ability to work on own initiative and in team with other members of the College	E		Interview/Reference
Highly motivated being able to contribute effectively to the success of the College	E		Interview/Reference
Be prepared to take part in the staff continuous professional development programme	E		Interview/Reference
Be positive and flexible in approach to work and adaptable to changing situations	E		Interview/Reference
Be able to present complex data to non-specialists	E		Interview/Reference
Able to work flexibly including some evenings	E		Interview

Summary of the Terms and Conditions of Employment*

All support staff appointments are made on the Sixth Form Colleges Contract for Support Staff.

The working week will be up to 18 hours. Your normal working days and starting and finishing times will be between Monday to Friday from 8.30 am to 4.30 pm, but may vary from time to time to meet the requirements of the job, including some evenings.

The minimum leave entitlement for all members of staff is 22 days. For members of staff who, immediately prior to the commencement of the leave year, have had not less than five years' continuous service, the minimum leave entitlement is 25 days.

Please note that at least half your annual leave entitlement must be taken during College holiday periods.

All appointments are made subject to satisfactory references and medical report. All appointed personnel will be required to complete and be cleared through the Disclosure and Barring Service, successfully complete Safeguarding Training to Level 2, Equality & Diversity Training and specified Health & Safety Training following appointment to the post.

Salary **Up to £50,000.00 pro rata**

Closing Date - **Monday 23rd February 2015@ 12.00 noon**

Application Procedure

The application form should be completed and returned by the above closing date to:

The Human Resources Department
King George V College
Scarisbrick New Road
Southport PR8 6LR

or alternatively via e-mail to jobs@kgv.ac.uk

The receipt of applications is not normally acknowledged. If you wish to receive an acknowledgement, please complete and return the enclosed card with your application. Please assume that if you have not heard from the College within one month of the closing date, that your application has not been successful on this occasion.

****Pro rata for fractional posts***



King George V College

RECRUITMENT INFORMATION

**Scarisbrick New Road
Southport
Merseyside
PR8 6LR
01704 530601**

www.kgv.ac.uk

WELCOME TO KING GEORGE V COLLEGE

Thank you for enquiring about a job within the College. We look forward to receiving an application from you shortly.

This booklet is designed to give you an idea of what it is like to work for the College and to also help you to decide if we are the right employer for you.

Principal's Statement

We are a small vibrant College with 50 teaching and 35 business support colleagues working in a wide variety of full-time and part-time positions, most of which are full year with a small number of term-time only posts.

It is the hard work of our committed staff that makes KGV the College that it is and, though working here can often be demanding, it is also stimulating and rewarding. The social committee arranges a number of social events throughout the year and we run a healthy minds' day and a healthy activities' day each year for staff.

We are currently investing in a brand new 4 million pound building which will provide superb accommodation for our students and staff. This will be completed and fully operational for the 2015/16 academic year, housing Art, Photography, Media, Film, Theatre and Drama, Music, Music Technology, Mathematics and English. We have also recently refurbished our Science Laboratories, Learning Centre, Refectory and many of our classrooms.

Our commitment to the ongoing personal and professional development of our staff has been recognised since 1994 by the award and retention of "Investor in People" status, and we are keen to support staff wishing to attend relevant training courses.

Come and visit us and talk to our staff and students. I am sure you will feel welcome.

Adele Wills
Principal

www.kgv.ac.uk

Mission And Values

Our mission statement is:

‘To provide excellence within a vibrant and supportive community’

‘Discover, Enjoy, Achieve’

We aim to achieve our mission through our core values which are:

- to place the learner at the heart of everything we do.
- to recognise the potential of every individual and personalise their programme so that they can enjoy learning and achieve at their own highest level.
- to maintain the highest professional standards of work and study.
- to provide a safe and secure learning environment in which individuals can flourish.
- to promote a culture of mutual respect in which values are shared, understood and demonstrated.
- to celebrate diversity and ensure equality of opportunity in every area of activity for every individual.
- to foster and develop collaboration and teamwork both within the College community and with external partners in local businesses, schools and higher education.
- to broaden the student experience through curriculum and enrichment activities.
- to promote a healthy lifestyle and work life balance for all within the College community.

Our Commitment

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and require all staff and volunteers to share this commitment.

The College is characterised by:

- a focus on learners
- transparency
- integrity
- respect
- innovation
- social responsibility
- inclusivity
- unconditional pursuit of excellence
- leading by example
- partnership and collaboration
- celebrating diversity

If you:

- are committed to continuous improvement
- are positive in outlook, with a 'can-do' attitude
- a team player
- genuinely like and care about young people and adult learners
- are committed to social and educational inclusion
- value diversity
- are energetic and hardworking
- want to make a real difference to people's lives

Then you are probably just what King George V College is looking for!

About The College

In September 2014, the College was inspected by Ofsted and was given Grade 4 (Inadequate) across all cross-College areas and no more than a Grade 3 (Requires Improvement) in its curriculum areas.

We have developed a Post-Inspection Action Plan and we are working hard to return the College to its rightful place as one of the best performing post-16 institutions in the area. In order to do this, we need staff who are energetic, committed, positive and optimistic. The rest of this document details what we can give in return and what kind of working environment we can offer. The challenge of being part of the team who will return the College to its former glory is huge but immensely rewarding for the right candidate.

However, we must also not forget the College's many good points. We have an enviable reputation for academic excellence and, although there was a decline in results during 2012/13, we have already seen signs of improvement in 2013/14. We are looking to build on this even further.

KGV College has an enviable reputation for academic excellence. In the last full academic year (2013-2014) our achievement rate for A Levels and BTEC Extended Diplomas were a little short of 100%, far in excess of national averages.

Alongside academic excellence the college prides itself on the work we do with young people identified with learning difficulties. The college attracts increasing numbers of such learners through the tremendous work of our learning support team and the outstanding results this cohort achieves here.

However, the College is not standing still. Curriculum development is at the forefront of our strategy for maintaining excellence. Alongside our highly successful programme of around 40 A Level courses, we are growing our provision of BTEC Extended Diploma courses. These now account for almost a quarter of all our level 3 students, and we are looking to develop more subject areas to complement our A levels and provide students with as wide a range of meaningful progression routes as possible. We encourage subject staff to develop their curriculum in creative ways that can enhance the students' experience of their courses, and many areas now offer subsidiary qualifications that sit alongside their main programme of study. The College also provides a wide range of enrichment activities to complement academic courses. In short, we are striving hard to provide a comprehensive curriculum that suits the varied talents and abilities of our students.

Our academic excellence is not just the result of the work of our teaching staff. We recognise that all support functions contribute significantly to the success of the college, from the enrolment of learners and the pastoral support offered by our Progress Coaches, to the operations of MIS, the Learning Centre and the Finance departments. Without this support, the college would not be in the position it is today.

Where Are We?

KGV College is located just over a mile east of the Southport town centre, close to an out of town shopping complex which includes Tesco, Homebase, Argos, Home Bargains, B&Q and many others. Amenities in the local area are excellent with many bars, pubs and restaurants.



Southport is still one of the most popular seaside resorts in the UK. It hosts varied events including an annual Air Show, the largest independent Flower Show in the UK and once a year the town hosts the British Musical Fireworks Championships. The town is at the centre of England's Golf Coast and has hosted The Open Championship at the Royal Birkdale Golf Club in the past.

Other attractions include, Splash World, an indoor water park situated at Dunes Leisure Club along with the picturesque Botanic Gardens and Hesketh Park.



The locality allows access to some of the best cities, culture and natural beauty in Britain. Southport has easy links to the cities of Liverpool and Manchester which provide a wealth of shopping, culture and evening entertainment. Preston offers superb shopping and excellent theatres and galleries. Slightly further a field is historic Lancaster and the beauty of the Lake District.

KGV Offers Its Students More!

KGV has an excellent national reputation. Achievement is always impressive with more than 40 subjects regularly achieving a pass rate of 100%, over 50% of these passes at A/B or Distinction level, fabulous results by any measure. These fantastic results are achieved through the dedication, drive and devotion of the staff.

Superb exam results in Summer 2014

- A record number of 64 courses gained 100% pass rate and 117 students, a quarter of the cohort, were awarded 3 or more A, A*, Distinction or Distinction* grades.
- The high level of achievement enabled a third of the students continuing on to University to take up places within Russell Group Universities.
- A level students achieved an almost 100% pass rate with half gaining A*-B grades and three-quarters gaining A*-C grades. BTEC Extended Diploma students excelled with 100% pass rate and 97% high grades (Distinction* to Distinction).

For further information about the courses offered at the College, please read our current prospectus which is available in hardcopy format or via the College website.

Your Working Environment

During the past two years the College has undergone some renovation and refurbishment to improve the service that it provides to both staff and students. Over £2 million has been invested to improve the Learning Centre and Refectory facilities along with the essential upgrades of classrooms, Science Laboratories and the Learning Support facility. We also have a newly fitted staff kitchen and complimentary tea and coffee is available to all staff.

2014 saw the commencement of our new Creative Arts building, which will open in January 2015. The new accommodation will have state of the art facilities for students studying Art/Photography, Theatre/Drama and Performance, Film and Media Studies.

Salary Scales

Pay spines are in-line with Sixth Form Colleges and reviewed by the Corporation once a year. In deciding on levels of pay, the Corporation will, subject to budgetary considerations, normally implement the recommendations of the National Committees for both teaching and support staff. The current pay spines are available from the Human Resources Department.

Induction

To assist our staff with achieving their work goals, we offer an induction programme for new recruits. Dependent upon the role in which you are applying, this programme covers all aspects of working within an education setting.

www.kgv.ac.uk

Probation

Newly appointed and internally promoted staff are subject to a period of probation which is six months for support staff and twelve months for teaching staff. During this period employees are given support and guidance in order for them to establish their suitability for the post.

Appraisal

Following on from the probationary period, all staff will participate in the College Appraisal Scheme. This is an employee led scheme designed to give opportunities to all staff for continuous professional development and improvement.

Unqualified Teachers

Unqualified teachers will need to obtain a qualification appropriate for their duties within two years (or four years for part time staff). The College will provide further details of suitable qualifications and the necessary arrangements if appropriate.

Continuous Service

An employee's continuous service for statutory employment rights starts from the date of commencement of service with the College.

Previous continuous service with an organisation(s) covered by the Redundancy Payments (Local Government)(Modification) Orders will be included in calculating entitlement to a redundancy payment, maternity pay and leave, sickness pay, leave and annual leave.

Continuing Professional Development (CPD)

We are committed to the ongoing personal and professional development of our staff and provide support for those wishing to attend relevant training courses.

Career Progression

The opportunity for progression is essential for the retention of quality staff. Our employees are actively encouraged and supported in progressing their careers with the College wherever possible.

Disclosure and Barring Service

Within our offers of employment your appointment is subject to a check through the Disclosure and Barring Service (DBS) of any previous criminal convictions including those which would normally be regarded as 'spent'. A copy of the College policy statement on employing staff with criminal convictions and the secure storage, handling, use, retention and disposal of information obtained from the DBS is available from the Human Resources Department on request.

Proof of your eligibility to live and work in the UK

Under the Asylum and Immigration Act 1996 (Section 8) it is a criminal offence for an employer to employ someone who is not entitled to live and work in the United Kingdom. Guidance from the Home Office suggests that employers should ask all new employees, irrespective of their nationality to provide documentary evidence of eligibility for work. In order to establish that you are eligible to work in the United Kingdom proof of identity is required. You should provide this identification to support your CRB form should you be appointed. Details of the documentation required for the check will be provided upon shortlisting for interview. If you have or need a work permit, this should be discussed with the Human Resources Department.

Working Time

Management

Full time Management staff are required to work 200 days in any year of which up to 190 days will be days on which there is a requirement to teach in addition to carrying out other duties. Within this 200 days, up to 1265 hours a year will be allocated reasonably by the Principal.

Teaching Staff

Full time teaching staffs are required to work up to 195 days in any year of which up to 190 days will be days on which there is a requirement to teach in addition to carrying out other duties. Within this 195 days, up to 1265 hours a year will be allocated reasonably by the Principal.

Part time teaching staffs who are paid on a percentage rather than a sessional basis should expect to participate in non-teaching duties and responsibilities proportionately as notified by the College.

Support Staff

Full time employees normally work 35 hours per week excluding rest breaks. The normal working days and start and finishing times will be Monday to Friday between 8am to 5pm, but may vary from time to time to meet the requirements of the job.

Holidays

Teaching Staff

Teaching staff receive holiday entitlement in line with the SFC (Sixth Form Colleges) teachers' contract.

Support Staff*

Full year staff (52 week contract) are entitled to the minimum leave entitlement of 22 days plus 8 public holidays and 2 extra statutory days. For members of staff who, immediately prior to the commencement of the leave year, have had not less than five years continuous service, the minimum leave entitlement is 25 days. Leave beyond these levels may be determined by the College. Please note that at least half of your annual leave entitlement must be taken during College holiday periods.

**pro rata for fractional posts*

The annual leave period shall be from 1st August to 31st July. Those members of staff starting or leaving employment during the year are entitled to leave proportionate to the number of completed months of service during the year. Employees leaving the service of the College are not entitled to pay in lieu of any untaken leave.

Professional Standards Payment (PSP)

Teaching staff are able to apply for this once they have reached the top of the standard teaching staff pay scale. Part-time staff will receive a fraction of this depending upon the hours in which they work. Further information about the process is available from the HR Department.

Support Staff Standards Payment (SSSP)

Support staff receive a bonus payment in their December salary proving the specified criteria is met and they have completed one years service with the College. Part-time staff will receive a fraction of the bonus depending upon the hours in which they work.

Staff Handbook

A staff handbook is available via hardcopy in the HR Department or electronically on the College intranet (Moodle). The handbook is an important source of reference on all matters relating to College policy and procedures.

Open Management

It is an essential part of our culture that managers know what staff think: we want to know what barriers prevent them from being as effective as they want to be.

Two-way communication is actively and openly encouraged and there are numerous formal and informal opportunities to facilitate this. We value the opinions and suggestions of all our staff.

Team Working

Team working is at the heart of KGV; it is what makes us what we are. Sharing best practice and resources is encouraged across College and teams work hard together for the best result.

Notice Periods

Teaching Staff

A teacher is entitled to receive, or required to give two months notice of termination of employment and in the summer term three months, terminating at the end of term as defined below for this purpose:

Autumn Term ending on 31st December

Spring Term ending on 30th April

Summer Term ending on 31st August

Support Staff

The period of notice required to terminate a support staff appointment shall be clearly defined in their contract of employment. The minimum periods of notice follow:

Period of continuous employment

Minimum Notice

By the College

One month or more but less than 2 years

One week

Two years or more but less than 12 years

One week for each year of continuous employment

Twelve years or more

Not less than 12 weeks

By the Employee

One month

BENEFITS OF WORKING AT THE COLLEGE

Sickness

The College operates Sixth Form College nationally agreed sickness pay schemes for all staff.

Maternity/Paternity and Adoptive Leave

The College operates Sixth Form College nationally agreed sickness, maternity and paternity leave pay schemes.

Pension

Employees of the Corporation are eligible to join the pension scheme and are automatically entered into the relevant scheme. All new appointees will receive the appropriate information with their offer of employment letter and/or Induction Pack. There is a contracting out certificate in place for both schemes.

Further details on both these schemes can be found via the scheme websites;

www.merseysidepensionfund.org.uk

Support staff pension scheme

www.teacherspensions.co.uk

Teaching staff pension scheme

Childcare Vouchers

We offer all our staff the opportunity to be involved in this scheme via a salary sacrifice. Further information is available from the Human Resources Department.

No Smoking Policy

The College operates a 'no smoking policy' which aims to provide a smoke-free environment for the health and comfort of staff, students and visitors. However, there is a designated smoking area at the side of the College.

On-site Car Parking

The College has on-site car parking. A permit is required which must be displayed at all times. This is available from the College Reception and provided free of charge.

Refreshment Facilities

There are catering facilities available on-site provided by Mellors which include a range of healthy meals and snacks and also a Starbucks Café area. Staff also have access to a kitchen area in the staff room which is situated in the Centre Building.

Health and Wellbeing

We understand that health and wellbeing is of great importance for staff.

We have a fitness suite on site and also provide Yoga on a weekly basis for staff along with 5 aside football.

The College also provides vouchers for eye tests through Specsavers and offers a free on-site flu jab each year and there is also the opportunity to join the Simply Health healthcare scheme.

Staff are able to purchase a bicycle through our salary sacrifice scheme, to helping work towards a more environmentally sound mode of transportation.

www.kgv.ac.uk

The College holds an annual Healthy Day which features a range of activities from walking, caving, climbing, canoeing, ice skating and cycling plus many more wonderful and exciting activities.

The College provides a free and confidential in-house counseling service and there is also the facility to use an external counsellor should this be required.

Trying to give up smoking? We are positively promoting smoking cessation and provide advice and informative sessions to help you to quit. These are available to both staff and students.

Work-life Balance

We understand the importance of work-life balance, particularly for employees with children and work hard towards creating a family friendly working environment. Our policy goes beyond the statutory obligations in order to meet the needs of staff. Consideration will be given to applicants requesting to work on a reduced hours or job share scheme.

Staff Committee

The Staff Social Committee runs a lively programme of events including: Christmas Party, Ten Pin Bowling, BBQ and Quiz Nights to name but a few!

Student Performances

The College also holds exciting productions and concerts by our Music, Drama, English and Performing Arts students.

Fundraising

Each year a variety of events take place to support some very worthwhile causes both locally and nationally. Some of the charities we support are; Macmillan Cancer, Breast Cancer, Children in Need and Red Nose Day. Both staff and students are fully involved in organising and supporting all events.

Multi-Faith

With our strong culture of valuing diversity we have a multi-faith room available for worship and prayers. There is also a Christian Fellowship group held for staff and students.

Candidate Charter

What can you expect from King George V College?

We aim to make sure that any contact you have with us throughout the process is an enjoyable experience, even if you are not successful on a particular occasion.

We are also keen to ensure you feel confident you have made the right choice in joining King George V College.

The Human Resources Team welcomes any feedback on your experience.

Please tell us how we are doing, as we are always willing to embrace ways in which we can improve our service. You can also be confident that should you decide to apply for a position at KGV College, your application will be given fair consideration throughout the recruitment and selection process.

What you can expect from us:

- To be treated fairly and with dignity and respect
- To deal with your questions and queries honestly
- To keep your information confidential, where appropriate

You can be confident that our recruitment policies and procedures are:

- Fair, open and straightforward
- Designed to find the most suitable person for the position
- Designed to find out whether you would enjoy working for us

We very much look forward to receiving your application.

If you require this document in an alternative format, please contact the College.



King George V College

Guidance Notes and Information for Applicants



INTRODUCTION

King George V College is committed to equality in recruitment, selection and during the course of employment and positively welcomes applications from all sectors of the community.

The purpose of this guidance is to give those interested in working for the College assistance in completing the Application Form, information on the recruitment, selection and appointment process and to support fairness in access to work.

Together, with these guidance notes, you should have received within your pack:

- Recruitment Information and Job Description
- An Application Form specific for the role in which you are applying
- A Results Pro-forma (teaching staff appointments only)
- Equality and Diversity Monitoring Form

GUIDANCE

Your application plays an important part in all stages of the selection process. It is used to determine whether or not you will be shortlisted for interview and acts as a basis for the interview itself. We do not take into account any previous applications or prior knowledge of you.

The following are some important points to take into account before you complete the form:

- Study the job description/person specification as they list the qualifications, skills, knowledge and experience required to do the job.
- Review your own skills, knowledge and experience.
- Ask yourself if you possess the essential attributes and whether you can meet the mental and physical demands of the job before investing time and effort in completing the form.
- Prepare a rough draft before filling in the form, this helps to clarify your ideas, structure your response and avoid mistakes.
- Please complete the application form. Do not send a CV instead, as it will **not** be accepted.
- Keep a copy of the advertisement for future reference as it provides useful information about the job and other details such as the closing date, return address, etc.

Completed applications must be received by the Human Resources Department by **12 noon** on the closing date stated within the Recruitment Information. Any applications received after the closing date may not be considered for shortlisting. Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post Office.

We regret that due to the high volume of interest in posts at the College we are unable to contact all candidates direct. You will therefore receive no further communication unless shortlisted for interview. If you have not been contacted within one month of the closing date you should conclude that you have been unsuccessful on this occasion. If you wish for your application to be acknowledged please complete and return the enclosed acknowledgement card with your application.

All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated.

COMPLETING THE APPLICATION FORM

Your application form will be photocopied and distributed to the selection and interview panel and we recommend that you complete your application using black ink or type. You may return your completed application form by e-mail if you have the facilities to do this. If you are invited for interview you will be required to sign your electronic application.

Post Applying For:

Please write clearly which job it is that you are applying for. If you are applying for more than one position, you will need to complete a separate application for each post.

Personal Information:

Please ensure that all the information provided in this section is as accurate as possible and is legibly written. This is to ensure that if communication to yourself is necessary we are able to do this as quickly as possible.

Present Appointment:

Please ensure the name and address of your current employer and all other details are completed accurately. All information provided will be validated against references received from your appointed referees and therefore full and accurate information is required.

Previous Appointment(s):

This section is important as we need to establish previous relevant experience for the job in which you are applying for. For any periods not in employment please provide explanations.

References:

Please provide details of two references, one of which must be your current/most recent employer. If you have never worked you should identify two referees who are able to tell us about your skills, knowledge and abilities. References will only be requested for candidates shortlisted for interview. If you do not wish a reference to be contacted prior to interview, then please tick the box above the reference details and we will honour your request.

Education and Training:

This section should detail all your education and training as we need to establish if a candidate has the right qualifications for the job. Details should be given of all qualifications obtained including grade(s) achieved. Also include any qualification(s) which you are currently studying for.

ADDITIONAL INFORMATION**Letter of Application:**

Please provide a letter with your application which states your reason(s) for making this application. It should relate to the qualities and requirements within the job description/person specification. The shortlisting process is dependent upon the extent to which your application matches the requirements for the position.

Entitlement to work in the UK:

In order to comply with the Asylum and Immigration Act 1996 you have to provide evidence of eligibility to work in the UK. If you are shortlisted for interview, you will be required to provide official documented evidence.

Rehabilitation of Offenders:

Whilst the College supports the rehabilitation of ex-offenders it is obliged under safeguarding legislation and an Exemption Order to the Rehabilitation of Offenders Act 1974, to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. Applicants should be aware that having a conviction or a record of some other type of unacceptable behaviour would not necessarily bar you from employment within the College, as any decision to employ will be considered on the individual circumstances of each case. It is extremely important that this section is answered accurately. Failure to do so could result in dismissal or disciplinary action.

If successful, you will be required to undertake an enhanced level disclosure via the Disclosure and Barring Service (DBS)

In addition, List 99 will be checked. Unless there are exceptional circumstances, successful candidates cannot take up their post until these checks are completed. Any information disclosed will be kept in strictest confidence and will only be used in considering your suitability for the post in which you have applied.

Health Assessment

All posts are subject to satisfactory medical clearance from our external Occupational Health provider.

Disciplinary Action

If you have been dismissed from employment for any reason, other than redundancy, please provide a separate letter marked 'Private and Confidential'. The information contained in the letter will be used to determine your suitability for the post

Declaration:

Please sign the form to confirm all the information given within your application is accurate to the best of your knowledge.

COMPLETING THE EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of the College's Policies please answer all the questions as accurately as possible. Upon receipt of your application, the Equality and Diversity Monitoring Form will be kept separate from your application and the information provided will be kept strictly private and confidential and will not be made available to the selection panel.

Special Arrangements:

If you have a disability, please advise of any special equipment, adaptations or other support that you will/may need in order to be able to attend for interview should your application be successful.

Declaration:

The information provided on this form will only be used in accordance with the College's registration under the Data Protection Act 1998. It will be kept safe and secure until destroyed.

ADDITIONAL INFORMATION

If for any reason you should have a complaint to make for non-selection for interview, offer of employment or the way in which the process was handled, please contact the Human Resources Department at the College in writing, who will be happy to assist you. When writing you must provide details of your complaint and the job in which you applied.

If you need assistance in completing your Application Form, advice on whether you are covered by legislation or on the recruitment and selection procedure then you can contact the Human Resources Department on 01704 530601.

Providing False information is an offence and could result in your application being rejected or summary dismissal if selected.

Completed applications should be returned by 12 noon on the closing date (stated within the advert and recruitment information) to:

**The Human Resources Department
King George V College
Scarisbrick New Road
Southport, PR8 6LR**

Finally, King George V College would like to wish you good luck with your application.

KING GEORGE V COLLEGE
Scarbrick New Road,
Southport PR8 6LR
Telephone: 01704 530601
Fax: 01704 548656
Email: jobs@kgv.ac.uk

Application Form Confidential



SUPPORT STAFF APPOINTMENTS

Please write in BLACK INK, as we may have to photocopy this form
CV'S MUST NOT BE SUBMITTED IN PLACE OF THIS FORM

POST APPLYING FOR:

PERSONAL INFORMATION:

SURNAME: FORENAME(S) TITLE:

ADDRESS:

..... POST CODE:

TELEPHONE NO. (DAYTIME) MAY WE CONTACT YOU AT WORK? Yes No

TELEPHONE NO. (EVENING) MOBILE PHONE NO.

EMAIL ADDRESS NI No.

DO YOU HOLD A CURRENT DRIVING LICENCE? Yes No

PRESENT APPOINTMENT (current or most recent post):

JOB TITLE:

EMPLOYER'S NAME AND FULL ADDRESS:

NATURE OF PRESENT EMPLOYER'S BUSINESS:

DATE APPOINTED: DATE LEFT (if applicable)

PRESENT TOTAL SALARY: SCALE OF POST

OTHER BENEFITS/ALLOWANCES:

EARLIEST COMMENCEMENT DATE:



PREVIOUS EMPLOYMENT - MOST RECENT POST FIRST

EMPLOYER'S NAME, ADDRESS, AND NATURE OF BUSINESS	DATES		POSITION HELD, NATURE OF DUTIES AND GRADE OF POST (FULL OR PART TIME)	REASON FOR LEAVING
	FROM	TO		

REFERENCES

Please supply complete and accurate details of two people to whom a professional reference can be made. At least one should be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note that by providing these contact details you are consenting to them disclosing information about your performance and attendance. References will only be taken up for shortlisted candidates and any offer of employment will be made subject to satisfactory references.

PLEASE INDICATE BY TICKING THE BOX(ES) IF FOR ANY REASON YOU WOULD NOT WISH REFERENCES TO BE TAKEN UP PRIOR TO INTERVIEW.

Name:

Occupation:

Address:

.....

Post Code:

Telephone No.

Email:

Name:

Occupation:

Address:

.....

Post Code:

Telephone No.

Email:

EDUCATION AND TRAINING**GCSE/O-Level****Examination details**

SECONDARY SCHOOL ATTENDED	SUBJECT	GRADE	DATE OBTAINED (optional)

A-LEVEL/OTHER LEVEL 3 QUALIFICATIONS EXAMINATION DETAILS

SCHOOL/COLLEGE ATTENDED	SUBJECT	GRADE	DATE OBTAINED (optional)

DETAILS OF HIGHER EDUCATION

UNIVERSITY/COLLEGE	SUBJECT(S) STUDIED	QUALIFICATIONS OBTAINED	DATE OBTAINED (optional)

OTHER COURSES (INCLUDING IN-SERVICE TRAINING ATTENDED DURING THE LAST 2 YEARS)

NAME OF COURSE	QUALIFICATION OBTAINED AND/OR CONTENT	COURSE ORGANISERS

ADDITIONAL INFORMATION

LETTER OF APPLICATION

Please provide, on a separate sheet, your reasons for making this application. This should relate to your qualifications, past experience, personal attributes and to the requirements stated in the advertisement and job description/person specification. The short-listing process is dependent on the extent to which your application matches the requirements for the position.

ENTITLEMENT TO WORK IN THE UK

In order to comply with the Asylum and Immigration Act 1996 all prospective employees will be requested to provide evidence of their eligibility to work in the UK. You will be requested to produce an official document e.g. your birth certificate or passport, or a document showing your National Insurance Number, or a current work permit.

Do you require a work permit to work in the UK? Yes No

If yes, do you have a valid work permit? Yes No

If yes, please give expiry date of permit:

REHABILITATION OF OFFENDERS - 1974 - ADVISORY NOTE

Due to the nature of the work for which you are applying this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Corporation. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you been convicted of a criminal offence? Yes No

Do you have any criminal charges pending? Yes No

If Yes, please provide details on a separate sheet and enclose it in a sealed envelope marked 'Private & Confidential'.

HEALTH ASSESSMENT

Successful candidates will be required to complete a medical questionnaire and may be required to attend a medical examination.

Have you ever been dismissed from employment for a reason other than Redundancy? Yes No

Have you ever been suspended or subject to any disciplinary action? Yes No

If you have stated YES to any of the above please provide details on a separate sheet and enclose it in a sealed envelope marked 'Private & Confidential'.

If you are related or have a close relationship to an existing employee of the College (including Councillors and Governors), please give details:

DECLARATION

I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY GOVERNOR OF THE SCHOOL, COUNCILLOR OR EMPLOYEE OF THE COUNCIL OR THE GIVING OF FALSE OR MISLEADING INFORMATION, MAY LEAD TO DISQUALIFICATION AND, IF APPOINTED, MAY LEAD TO MY DISMISSAL.

Signature: Date:

Data Protection Act 1988: All personal data will be held in accordance with the provisions of the Act. The data will be used to produce depersonalised statistics in connection with equal opportunities and recruitment monitoring. It will also be used for purposes relevant to the payment of remuneration, pensions and the maintenance of the computerised personnel system. Please note that the information given in this application may be retained as a computerised record, and that by submitting this application form you give your consent for this use.

If you would like us to let you know we have received your application, please complete and return the enclosed card with your application. Unfortunately, due to the cost involved with large numbers of applications, we can only write to you again if you have been selected for interview. If we have not responded to your application within four weeks of the closing date, please assume that your application has been unsuccessful. Whatever the outcome of your application, thank you for the interest shown in working at KGV College.

Please return your completed application form clearly marked for the attention of: The Human Resources Department, KGV College, Scarisbrick New Road, Southport PR8 6LR.

CONFIDENTIAL



EQUALITY & DIVERSITY MONITORING FORM

To ensure that unfair or unlawful discrimination does not take place and as part of our legal requirement, King George V College requires information about its employees. It would be helpful, therefore, if you would complete this questionnaire to enable us to monitor our policies and procedures. Omitting to complete this form will not prejudice your employment, but it will make it more difficult for us to monitor how well our Equality and Diversity Policy is working.

Please note that this form will not be seen by any member of staff other than those in the Human Resources Department and will be treated as strictly confidential

SURNAME **FORENAME(s)**

PREVIOUS NAMES/MAIDEN NAME (if applicable):

POST

DATE OF BIRTH

GENDER
MALE FEMALE

<u>Marital Status</u> (please mark appropriate category)			
Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Separated	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Civil Partner	<input type="checkbox"/>

<u>Sexual Orientation</u> (please mark appropriate category)			
Bisexual	<input type="checkbox"/>	Gay Woman/Lesbian	<input type="checkbox"/>
Heterosexual/Straight	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>	Prefer Not To Disclose	<input type="checkbox"/>

<u>Ethnic Origin</u> (please mark appropriate category)			
<u>White</u>		<u>Mixed/multiple ethnic groups</u>	
White British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>	Any other mixed/multiple ethnic background	<input type="checkbox"/>
<u>Asian/Asian British</u>		<u>Black/African/Caribbean/Black British</u>	
Indian	<input type="checkbox"/>	African	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other Black/African/Caribbean background	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>		
<u>Other Ethnic Group</u>		<u>Prefer not to disclose</u>	
Chinese	<input type="checkbox"/>		
Arab	<input type="checkbox"/>		
<u>Any other ethnic group</u> (Please state)			

<u>Religious Belief / Faith</u> (please mark appropriate category)			
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Any Other Religion	<input type="checkbox"/>

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his/her abilities to carry out normal day to day activities. The College employs a number of staff who have disabilities. If you declare a disability, it would be helpful if you were prepared to talk to the Human Resources Department about any reasonable adjustments that may be required.

Do you have a disability which may affect your ability to carry out the normal day to day activities as described in the job description and person specification for the post?

YES NO (please mark as appropriate)

Please provide details below or on a separate sheet. Please also advise if you have any access or special requirements that you wish us to take account of. These could include dietary, mental health, dyslexia or other disability

GENDER REASSIGNMENT / TRANSGENDER

Is your gender identity the same as the gender you were assigned at birth?

YES NO

Do you live and work in the gender role opposite to that assigned at birth?

YES NO

Do you feel able to discuss your gender identity with colleagues at work?

YES NO With some people, but not all

GENERAL

Have you been granted early retirement from any post in the education service?

YES NO (please mark as appropriate)

If Yes, please provide details in the box below or on a separate sheet.

Where did you see this vacancy advertised?

Local Paper TES KGV Website Other

I understand the information given on this form will be used in accordance with King George V College's registration under the Data Protection Act 1998. For the successful candidate the information will form part of their personal, confidential record and further details of how the data will be processed will be supplied on the commencement of employment. In the case of unsuccessful candidates, the data will only be used for statistical purposes and will be kept safe and secure until destroyed.

.....
Signed

.....
Date