



Alder Bridge Steiner-Waldorf School

Marketing and Fundraising Officer (Part-Time and Fixed Term)

Alder Bridge Steiner Waldorf School are seeking an enthusiastic and dynamic Fundraising and Marketing Officer to join our small, aspiring Steiner community on a part-time, fixed term basis (presently until August 2019). The hours of working will be 16 hours per week (which can be flexible).

Actual salary is £7,513 Per Annum based on working 16 hours per week.

We are a co-educational, fully comprehensive, independent school. Founded in 1987 by a pioneering group of parents, the school has grown to offer Steiner-Waldorf education for children from 3 – 14 (Kindergarten – Class 8). Currently we only commit to class 6. We welcome families from all faiths and cultural backgrounds.

The school is situated in beautiful, semi-rural surroundings in Padworth, Berkshire, approximately half-way between Reading and Newbury. We are easily accessible by road and rail, being close to the A4 and 5 minutes walk from the train station.

Our setting is picturesque and much enjoyed. Our grounds provide lots of play and learning opportunities, with woodland, vegetable plots, huge willow structures and simply space to run! Children have an environment in which to develop naturally at Alder Bridge.

You can find out more about our school via our website at -

<http://www.alderbridge.org.uk>

The Job description and Person specification is attached along with an application form.

Terms and Conditions of the Recruitment Process

Application Form

Please complete the attached Application Form in full and email it to (confirming receipt of delivery):

recruitment@alderbridge.org.uk

Alternatively, please post to: Personnel, Alder Bridge School, Mill Lane, Padworth, Reading RG7 4JU

The deadline is **9am on Wednesday, 14 November 2018 (unless prior agreement with personnel).**

Incomplete application forms will be returned to the applicant for completion and must be returned fully completed by the deadline above to be considered in the recruitment process..

Please also ensure when completing the application form that all gaps in employment or education history are accounted for since we cannot shortlist without a full history due to safer recruitment.

The Selection Process

Stage 1: Application Forms

Applicants will be shortlisted against the criteria set out in the Job Description and Person Specification. Applications will be subject to an initial screening stage and successful applicants will be invited to the School for the second stage of the selection process. Unsuccessful applicants will be notified in writing as soon as practicably possible after application has been received.

Stage 2: Interview

Applicants successful at Stage 1 will be invited to the School to attend an interview. In the interview applicants will be assessed against the person specification given with the Job Description. As part of the interview applicants will be asked about safeguarding. Unsuccessful applicants will be notified in writing within 7 days of the interview.

Reasonable travel expenses will be reimbursed for attendance at interview.

Evidence of DBS and barred list check and prohibition, qualifications and identity

If you are asked to attend an interview you will be requested to bring with you an enhanced DBS and barred list check (if you have one dated within the last 5 years) plus proof of identity and qualifications relevant to the post (for verification purposes). Appropriate documents required for proof of identity are:

- a current full driving licence;
- Passport with a photograph;
- Right to work in the UK documentation where no UK Birth certificate, passport and National Insurance Number provided;
- A full birth certificate;
- Change of name document where applicable (e.g. marriage certificate or deed poll declaration);
- A document, such as a utility bill or financial statement, that shows your current name and address, and where appropriate change of name documentation;
- National Insurance Number card (or formal letter/payslip which states number).
- Details of all residential addresses within last 5 years (and dates).

Pre-employment Medical Questionnaire

The school is legally required to verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed. It is the school's practice that all applicants to whom an offer of employment is made must complete a Pre-Employment Health Questionnaire.

Successful applicants will be required to sign the Pre-Employment Medical Questionnaire confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, and considering reasonable adjustments.

Referees

We need details of three referees. **At least one referee needs to be from your current or last employer and 2 references must have access to HR records .**

Where qualification is key to the role, one reference must also be from the training provider where qualification was gained.

We will contact all of your referees before we meet you if you are short-listed for an interview (though we will request your consent). All appointments will be made subject to satisfactory references. We do not accept references from relatives or from people writing solely in the capacity of friends. We also do not accept open references, for example in the form of 'to whom it may concern' testimonials.

In addition to taking up the references that you provide, we may approach previous employers to verify particular experiences or qualifications before interview. Returning this application form to us signed confirms your agreement for us to approach your referees and previous employers prior to interview for this post.

We will ask your current or most recent employer (paid or voluntary), where you have worked with children (if there are any), about any disciplinary offences relating to children, including any that are time-expired and whether you have been subject to any child protection concerns. We will also ask for the outcomes of any enquiries or disciplinary procedures.

If you are selected for interview, we will contact your referees for a reference to support your application before the first interview. This is so that your references can support your application and interview, as well as be taken into account in the selection process.

Appointment

We will notify you of the outcome as soon as practicably possible after the interview process is

completed. If there is likely to be a significant delay, we will let you know in advance.

We also reserve the right to not appoint to the post and re-advertise if we deem that none of the candidates are suitable or circumstances change.

Safer Recruitment

Alder Bridge School wishes to employ staff that are caring and will uphold the ethos, aims and curriculum of the School. To support this, the School takes into account the 'Safeguarding Children and Safer Recruitment' guidelines, which are issued by the Department of Education (DfE), in our recruiting process.

The school will obtain an enhanced Disclosure and Barring Service (DBS) and barred list check and check whether there is a prohibition order against you (where applicable) in respect of this role and all people who work directly with children or who are likely to have unsupervised access to children in relation to the School's activities, (this includes employees, volunteers and peripatetic teachers coming regularly to the school).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff have to undertake Child Protection Training.

Because a DBS and barred list check forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent in a separate envelope marked "Confidential" along with the application form and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process:

- Because the nature of the position requires it, we will need to ask questions about your entire criminal record including 'spent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in at Alder Bridge School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. A copy of our policy with regard to the Rehabilitation of Offenders Act is attached.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or summary dismissal if the failure to report is discovered after appointment.

- We undertake to discuss any matter revealed in an enhanced DBS check with the person seeking the position before withdrawing a conditional offer of employment.
- Any applicant who is found to be on a barred list or subject to a prohibition order will have their applications terminated and reported to the appropriate authorities.

Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess the applicants suitability for positions of trust, Alder Bridge School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Alder Bridge School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to the School Office and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process if an appointment is to be made.

Unless the nature of the position allows Alder Bridge School to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Alder Bridge School who are involved in the recruitment process have had Safe Recruitment training and have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the

position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request, or refer him/her to the DBS page of the Government website (www.gov.uk/dbs).

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Terms and Conditions

The post is a part-time, fixed term position and is subject to standard notice periods. Other terms and conditions can be discussed at interview or prior to accepting the post.

Equal Opportunities

We are an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example age, race, colour, ethnic or national origin, nationality (subject to nationality rules), sex / gender, transgender, sexual orientation, marriage and civil partnership, disability, religion or religious affiliation / belief, or pregnancy and maternity.

Data Protection

Alder Bridge School take data protection very seriously and we adhere to the General Data Protection Regulation (2018). To provide transparency, a Privacy Notice is included within the recruitment pack; which provides information on what data we require from you, the reasons why and how it is stored. Should you require any further information on this, please contact the Data Protection contact - Lynn MacLauchlan on lynn.maclauchlan@alderbridge.org.uk

If you have any difficulty completing the enclosed application form, please contact the Personnel team for support: personnel@alderbridge.org.uk