



Dear Applicant

Thank you for showing an interest in the Examinations Invigilator role at Portchester Community School.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions with our Deputy Headteacher, Mr N Cousins who can be contacted on 023 9236 4399, or email: n.cousins@portchester.hants.sch.uk

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Examinations Invigilator
Hourly rate: £14.40
Casual hours as agreed with the Examinations Officer
(Primarily May and June)
Closing date: Friday 16 January 2026

We seek a well-organised, punctual and reliable individual to assist in the effective running of the examination process. Primarily this will be May and June, however we also use invigilators at other times in the year to invigilate Mock Examinations in February.

Ensuring that examinations are conducted in accordance with the Joint Council for Qualifications (JCQ) and Portchester Community School instructions, key responsibilities include:

- Preparing the examination room
- Admitting, seating and instructing candidates in the conduct of their examinations
- Distribution and collection of examination scripts
- Assisting the Examinations Officer as required

Excellent communication skills are essential, as is the ability to act on your own initiative and work as part of a team. Previous experience is desirable, but not essential, as full training will be given.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's Safeguarding Policy.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

As a school, we aspire to provide the very best educational opportunities and outcomes for all our pupils.

Our vision is to support every pupil to be a:

Successful Learner, Confident Individual, and Responsible Citizen.

The pupils and their families have bought into this vision and together we form a friendly and dedicated learning community.

Closing date for applications: **Friday 16 January 2026 (Please be advised that we will interview before this date if we have enough applicants, so do apply as soon as possible).**

An application pack is available to be download from our website at www.portchester.hants.sch.uk under the Vacancies section of 'About Us' tab or email recruitment@portchester.hants.sch.uk

Please return your completed application to recruitment@portchester.hants.sch.uk

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent.' The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Examinations Invigilator	
Salary:	Hourly rate £14.40. Casual engagement– ad hoc hours
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	As soon as possible.
School statement:	The work carried out is on a casual basis, as and when it is available and required, and these arrangements are not regarded as having any permanency or guaranteed regularity. You need to be aware that although work may be offered to you if it is available, the school is under no obligation to offer you work and you are under no obligation to accept work. The school does not undertake to offer any guaranteed regularity of work or a certain number of hours in any week.
Equalities Statement:	
School statement:	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce, and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to recruitment@portchester.hants.sch.uk by Friday 16 January 2026. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk</p>
<i>Interview date:</i>	To be advised.
Checks required:	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps.
6	Proof of academic and professional qualifications.
7	Occupational Health check.
8	Professional character references.

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

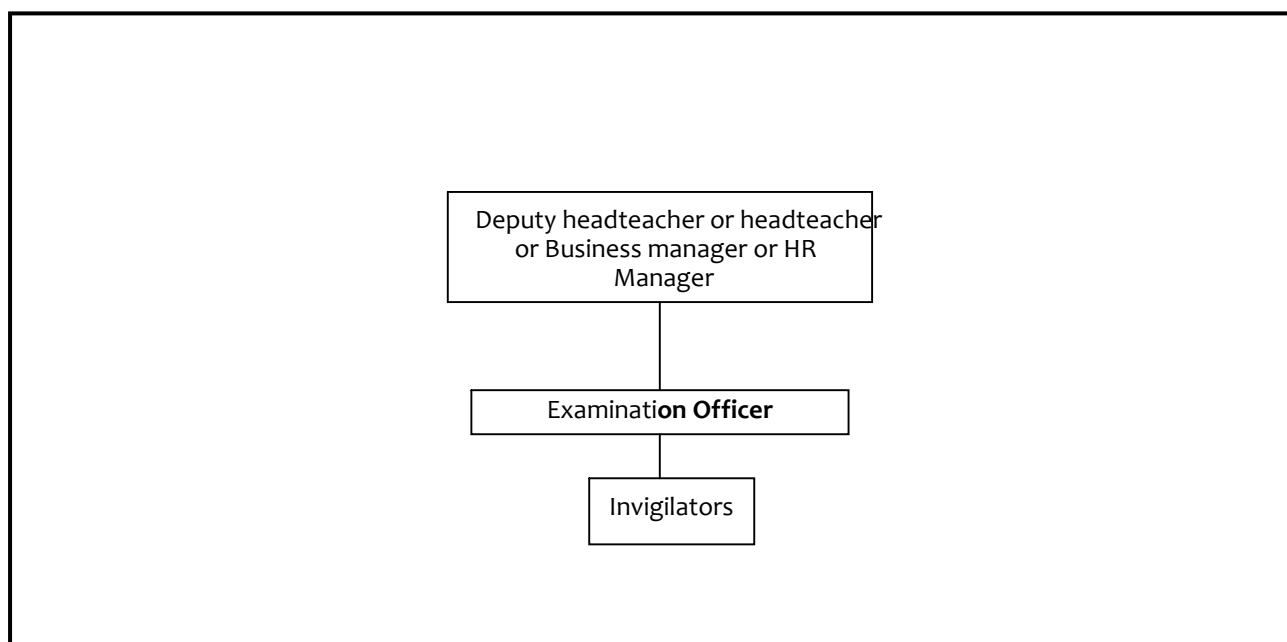
School policies including the Recruitment Policy and Equality Policy are available on request.

ROLE PROFILE FORM

Section A

Role Profile Ref:	02029
Department/Section:	Education (Schools)
Role Title:	Examinations Officer
Reports To - (Supervisor/manager's role title)	Deputy headteacher or headteacher or Business Manager or HR Manager
Role Purpose: (why the role exists)	To be responsible for the timetabling, invigilation and submission of external examinations, adhering to regulations, procedures and deadlines to ensure minimal difficulties for teachers and pupils during the examinations period.

Section B Organisation



Section C

ROLE REQUIREMENTS

Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities

Accountability Statements

Preparation for Exams	<ul style="list-style-type: none">• Liaise with SIMS Manager where appropriate to ensure all Year10 and 11 pupils are allocated Unique Personal Numbers (UPN's) and these are entered onto SIMS accurately
	<ul style="list-style-type: none">• Liaise with SIMS Manager where appropriate to ensure all Year 10 and 11 pupils are allocated Unique Personal Numbers (UPN's) and these are entered onto SIMS accurately
	<ul style="list-style-type: none">• Liaise with SIMS manager where appropriate to prepare the Exams module of SIMS for the forthcoming year of exams, reflecting as accurately as possible the exams to be sat and the numbers taking them
	<ul style="list-style-type: none">• Timely submission of statements of intention to enter candidates and provide numbers
	<ul style="list-style-type: none">• Liaise with KS4 leader and head of Year on entries to external exams board at GCSE and above
	<ul style="list-style-type: none">• Liaise with teachers to produce predicted grades for all students and to disseminate such information to pupils and parents, maintaining accuracy and confidentiality
	<ul style="list-style-type: none">• Co-ordinate with teachers to submit coursework to external examinations boards, where requested
	<ul style="list-style-type: none">• Receive and securely store external examination papers, checking all required papers are received.
	<ul style="list-style-type: none">• Liaise with the Special Needs Coordinator to ascertain special requirements for pupils ensuring such pupils are not disadvantaged during the exam process
	<ul style="list-style-type: none">• Submit applications for special consideration for disadvantaged students
	<ul style="list-style-type: none">• Brief pupils on conduct during exams ensuring rules and regulations are adhered to, keeping offences/breaches to a minimum
	<ul style="list-style-type: none">• Provide briefing papers to staff on invigilation, to maintain a high level of professional awareness during invigilation

Timetabling and Invigilation	<ul style="list-style-type: none"> • Timetable Mock examinations, liaising with teachers on length of papers and numbers of students sitting the exam
	<ul style="list-style-type: none"> • Ensure adequate invigilation for all exams, appointing, training and deploying external invigilators where required and to meet national requirements
	<ul style="list-style-type: none"> • Rota teaching and support staff to invigilate, overseeing implementation to ensure smooth running, making adjustments when staff are absent e.g. through illness
	<ul style="list-style-type: none"> • Liaise with site manager about rooms and layout requirements, ensuring full understanding of requirements
	<ul style="list-style-type: none"> • Resolve any clashes of exams for pupils, minimising the opportunities for students to exchange information on the contents of exams
	<ul style="list-style-type: none"> • Co-ordinate paperwork and payment of invigilators
Exams and results	<ul style="list-style-type: none"> • Report definite and suspected breaches of exam regulations to the headteacher for follow-up
	<ul style="list-style-type: none"> • Be responsible for the collection and posting of examinations scripts to the external examination boards, ensuring records are kept of their postage and deadlines are met
	<ul style="list-style-type: none"> • Contact pupils and parents to retrieve fees for pupils who did not attend their exam(s), in line with school policy
	<ul style="list-style-type: none"> • Oversee downloading, analysis and distribution of exam results, checking for accuracy
	<ul style="list-style-type: none"> • Be present on results day to assist teachers in efficiently handing out results and to deal sympathetically with any queries or complaints from pupils and parents
	<ul style="list-style-type: none"> • Make arrangements for the remarking of exam papers where required and appropriate
	<ul style="list-style-type: none"> • Make arrangements for the re-sit of exams where pupils have failed and wish to re-take the exam
Reports	<ul style="list-style-type: none"> • Check accuracy of DfE statistics, results and certificates before communicating them to the Governing Body and Local Press
	<ul style="list-style-type: none"> • Provide departmental breakdown of exam results
	<ul style="list-style-type: none"> • Calculate average point scores
	<ul style="list-style-type: none"> • Produce exam booklet
	<ul style="list-style-type: none"> • Provision of data to Governors, LEA, Deputy, Headteacher and other interested parties
Corporate and statutory initiatives - equalities/health and safety/egovernment/sustainability	<ul style="list-style-type: none"> • Completion and delivery of census to DfES
	<ul style="list-style-type: none"> • Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance
	<ul style="list-style-type: none"> • Identify and offer to the team all suitable training and development opportunities in these areas

Section D -The key decision-making areas in the role
<ul style="list-style-type: none"> • Deployment of invigilators (internal and external) to provide adequate invigilation during examinations • Timetabling of mock examinations <ul style="list-style-type: none"> • Ordering of materials for examinations and arranging rooms/furniture for each examination
Section E – The role dimensions – financial e.g. budgets) and non-financial (e.g. units, workload, customers/staff)
<ul style="list-style-type: none"> • Managing x staff on a rota system to cover invigilation • Organising examinations for x pupils, approximately x examination papers in total each year • Budget control of £x budget
Section F – The main contacts – external/internal customer contacts and purpose
<ul style="list-style-type: none"> • Teachers, mainly KS4 and the SENCO • Parents • External examinations boards • Site Manager/caretaker staff
Section G - Working conditions – environment, and physical effort or strain.
<ul style="list-style-type: none"> • High percentage of time spent using computers
PROGRESSION IN ROLE
Section H – Entry: Necessary role-related knowledge, skills and experience at selection
<ul style="list-style-type: none"> • GCSE grade C+ in English and Maths (or equivalent) • Working knowledge of the school’s KS4 classes/courses • Working knowledge of entry requirements/deadlines for exam boards • Working knowledge of Exam Board procedures regarding the conduct of examinations • Excellent administrative and planning skills • Confident with the use of ICT and adaptability to SIMS Exams Module • Working knowledge of data handling to comply with outside agency requests regarding exam data • Able to work independently and as part of a team • Highly organised and able to work to tight deadlines
Section I - Initial induction/training required to become effective in the role
Estimated time to become operationally effective in the role: 18 months <ul style="list-style-type: none"> • SIMS course on exam entry and results • Support from SLT and SIMS Manager lasting for 18 months minimum

Section J - Operationally effective: How would effectiveness in role be demonstrated?

- Working on own initiative, using full facilities of the school effectively to ensure all examination requirements are met
- Co-ordinating with the SENCO to ensure pupils with special needs are provided for, minimising any disadvantage they may have during the examination period
- Organising staff effectively with contingency plans to ensure all exams are invigilated in line with guidelines, even when encountering unforeseen circumstances
- Earning respect of teachers, pupils and parents, developing a good relationship of trust at a particularly stressful period for all involved
- Examination results distributed on time and accurately, dealing with all queries from parents and pupils promptly and with compassion

Section K - Adding value: What characteristics will the advanced role holder demonstrate?

- Reports to departments and Governors produced without prompting, detailing accurate information in an easily digestible format
- Reviewing the process of exams arrangements year on year to continuously improve the process
- Provision of advice to teachers, parents and pupils on how to improve exam results, based on observations and any advice provided by the examinations boards





HAMPSHIRE COUNTY COUNCIL

PORTCHESTER COMMUNITY SCHOOL

Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 92364399

Examinations Invigilator

JOB DESCRIPTION

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice which has been adopted by the Governing Body of this school.

The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

Invigilators will assist in the running of external examinations according to the published examination procedures.

Main Duties:

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Portchester Community School instructions
2. To play a key role in upholding the integrity of the examination process

Before Examinations:

- To report to and be briefed by the Examinations Officer at least 30 minutes prior to each examination session.
- To keep examination papers and materials secure before, during and after examinations.
- To prepare the room, lay out candidate name cards to a seating plan prepared by the Examination Officer.
- To admit candidate to the room in a quiet and orderly way.
- To seat and instruct candidates in the conduct of their examinations.
- To distribute the correct examination papers and materials to candidates.
- To deal with candidate queries.

During Examinations:

- To supervise candidates at all times and be constantly vigilant throughout examinations.
- To keep disruption in exam rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any disruption or irregularities.
- To complete attendance registers.
- To conduct the examination according to the Examinations Board procedure.

After Examinations:

- To collect examination scripts.
- To dismiss candidates from the examinations room.
- To check candidates' names on scripts, match the details on the attendance register.
- To securely return all examination scripts and examination materials to the Examinations Officer.
- To assist the Examinations Officer with the collation and packaging of scripts.

Other

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 - supervision of clash candidates between examination sessions.
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- This centre requires invigilators to wear 'business' dress (e.g. collar and tie for males) to promote a formal atmosphere within the examination room.

PERSON SPECIFICATION:

Examinations Invigilator

QUALIFICATIONS

Essential

GCSE/NVQ qualifications or equivalent

Desirable

Teaching Qualification or working towards teaching qualification

EXPERIENCE

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

SKILLS, KNOWLEDGE, APPTITUDE

Essential

Flexible approach

Confident and a reassuring presence to candidates in exam rooms

Able to work as part of a team

Willing to take part in training and induction

Able to communicate effectively

Able to relate to young people in a pressured situation

Able to act on own initiative and to take responsibility

Desirable

Previous experience of working in an educational establishment

PERSONAL QUALITIES

Essential

The successful candidate will:

- Be punctual, reliable, well organised and approachable
- Demonstrate an understanding of impartiality
- Have confidence to speak to large groups of students



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

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Job Hazard Form Examinations Invigilator

This form highlights hazards related to the role that could pose a risk to the post holder.

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on an *infrequent basis*.

The weights involved in these manual handling operations are *up to 6-10kg*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role also involves working with children and young people with special needs including those with physical disabilities.

This role also has potential to involve *verbal abuse and/or aggression*, and this is likely on an *infrequent basis*. The role is also likely to require behaviour management interventions for which the postholder will be trained

Work Equipment/Machinery

This role involves working with computers.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Dear Applicant

Equality Monitoring

Thank you for your interest in the Examinations Invigilator vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy, it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

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