



RECRUITMENT PROCESS

RESPONSIBILITY

Staff Member: Bursar

Last Reviewed:	November 2025
Next Review:	November 2028

UNICORN SCHOOL - RECRUITMENT PROCESS

Upon receipt of our completed Application Pack, the following steps will take place:

- The candidates will be short-listed in accordance with the following criteria:
 - School Ethos, as set out on the school website
 - Job Description
 - Person Specification
 - Guidelines, as set out in 'Safeguarding Children and Safer Recruitment in Education'. Attention will be paid to continuity of service and appropriate questions will be asked in the interview about any gaps in employment (which may be entirely reasonable), together with suitability for the role advertised.
- Please be aware that Unicorn School is a 'Safer Recruitment' employer and that you will be asked questions about child protection in the interview.
- Short listed candidates are invited for interview and references may be taken up in advance, one of which must be their most recent or current employer.
- Unicorn School is an Equal Opportunities Employer and interview questions will be pre-agreed and all candidates will have the same questions and same length of interview.
- On the day of the interview the applicant will be requested to provide:
 - Proof of identity and right to work in the UK e.g. current passport
 - Certificates or diplomas confirming higher education qualifications and qualified teacher status (if appropriate).
- On the day of interview, candidates will be interviewed by at least two representatives of the school, one or both of whom will be 'Safer Recruitment' trained. They will also have a tour of the school. If applicable, the candidate will also be required to prepare and teach an individual pupil or a class.
- The Head or the appointed delegate will telephone the referees to confirm the details completed by them on the Safer Recruitment Reference Request Form.
- The successful candidate will be chosen and offered the post conditional upon any outstanding recruitment and safeguarding children checks as well as Unicorn School also being in receipt of an Enhanced DBS check. For management positions this will include Prohibition from Management Checks.
- Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information, or there are serious concerns about their suitability to work with children, the facts will be reported to the police and/or the DfE and DBS.