



**PARK STREET  
CHURCH OF ENGLAND  
PRIMARY SCHOOL**



The Core Values of  
Park Street School

## General Information for Applicants

Thank you for your interest in joining the team at Park St CofE (VA) Primary School. In addition to the Job Description and Person Specification for the post you are interested in, please take time to read the following information, which is relevant to any vacancy at the school.

Park St is a small primary school situated right in the heart of Cambridge, surrounded by Jesus Green and the historic colleges of the University. Serving around 120 children, aged from 4 to 11, as a Church of England school, we aim:

- to be a safe, supportive and caring school which provides a nurturing environment for every member of the community;
- to offer a breadth of opportunity to enable each child to fulfil their potential;
- to be inclusive, celebrating the strengths and differences of our diverse community;
- to have high aspirations for our children, inspiring creativity and a lifelong love of learning.

We have four classes:

- Class 1 is for children of Reception age and some of our younger Year 1 students.
- Class 2 is mixed Year 1 and Year 2
- Class 3 is mixed Year 3 and Year 4
- Class 4 is mixed Year 5 and Year 6

You are very welcome to make an informal visit to the school. Please telephone the school office (01223 576922) or email [office@parkstreet.cambs.sch.uk](mailto:office@parkstreet.cambs.sch.uk) to make an appointment. Visitors during the school day will usually be shown around by children. You can also find out more about the school by visiting our website [www.parkstreet.cambs.sch.uk](http://www.parkstreet.cambs.sch.uk), where you can access the school prospectus, our most recent Ofsted report and other information about the school.

There are no parking facilities at the school, either on site or on street in the surrounding area. The nearest parking is at the Park St multi-storey car park operated by NCP. The Park and Ride service from Madingley Road stops in Bridge Street, just two minutes' walk away and the service from Milton stops on Victoria Avenue, about 5 minutes' walk away.

The Governing Body of Park Street CofE (VA) Primary is committed to safeguarding and promoting the well-being of all its pupils and expects all staff, parents and volunteers to share in this commitment.

For further information, please read our Safeguarding and Child Protection Policy which can be found at [https://parkstreet.cambs.sch.uk/wp/wp-content/uploads/20190628\\_Safeguarding-and-Child-Protection-Policy.pdf](https://parkstreet.cambs.sch.uk/wp/wp-content/uploads/20190628_Safeguarding-and-Child-Protection-Policy.pdf)

Recruitment for any position at the school is conducted in accordance with our Safer Recruitment Policy, our Equality and Inclusion Policy and our Data Protection Policy. Copies of these are available on request from the school office or by emailing [office@parkstreet.cambs.sch.uk](mailto:office@parkstreet.cambs.sch.uk)

By applying for a position at our school you consent to us processing your data in accordance with these policies. You can read the relevant privacy statement at <https://parkstreet.cambs.sch.uk/wp/wp-content/uploads/201805-PrivacyNoticeStaff.pdf>.

In accordance with the Disclosure and Barring Service Code of Practice, our policy on the recruitment of ex-offenders is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We 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 competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- 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 job sought could lead to withdrawal of an offer of employment.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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