

# Really Useful Guide for Applicants

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*SBC is accredited by The British Council & member of English UK.*

## **The Recruitment Process:**

At SBC, we are committed to the safeguarding of children and young people, which is a commitment we expect our staff to share with us. Because of this commitment we take suitable checks prior to confirmation of appointment.

All applicants must hold the Right to Work in the UK, proof of this is required as well as a DBS Check and Overseas Police Check (if relevant).

### **Please read the below information:**

1. For all positions *for both new and returning staff*, we require a completed Application Form for the vacancy on our Careers Portal [here](#).
2. If applicants have the skillset and experience we're looking for, you will be invited to an interview on Microsoft Teams through the [Careers Portal](#). Any gaps on your CV must be explained satisfactorily, as part of our safeguarding commitment.
3. Should you be successful, you will be sent a Job Offer via email, which will sit on your [Profile](#) and outline the conditions of the job offer. Once you accept, it will take you through to the next steps of onboarding.
4. You will need to confirm 2 references, which, once submitted, will be contacted automatically. We will require your current/most recent employer & 1 previous employer/tutor if you are currently a student.  
*We may ask for a 3<sup>rd</sup> reference, which does not necessarily mean we are not satisfied with the original 2.*  
As per our Safer Recruitment Policy, the contact details for the referees must be professional (i.e. not Hotmail, Gmail, Yahoo etc.)
5. When contacting your references, they will be asked if there is any reason why you should not work with, or have substantial access to, persons under the age of 18.
6. Once your references have been submitted, you will be required to move through the onboarding steps on your [Profile](#), which include: DBS Check, Right to Work documentation, New Starter Details, Medical Information, Bank Details, HMRC Checklist, Safeguarding and Prevent Training, Children Act 1989 and your Contract of Employment.
7. Our policy is that all staff must apply for a DBS Certificate before commencing employment for SBC. SBC will cover the FULL COST of the DBS application. If required, you will also need to obtain a Police Certificate of Good Conduct from overseas.
8. If you have a position that requires qualifications of any sort (teacher, lifeguard etc.) or you have a valid First Aid qualification, you must send through scans and then bring the originals with you when you arrive at the school, along with your original Right to Work document(s).
9. All staff must also complete an online Level 1 Safeguarding course before arriving at the school. You will be given the details on this course. Any staff who are an allocated DSO will need to take Level 2 and Level 3 training.
10. Once all the above is completed and your DBS result has come back you will be "Summer Ready".

***Our dedicated Staff Experience Team will be in touch with you throughout the process and are always here to help, including during and after the summer!***

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*SBC International is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*

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