

Endeavour's Recruitment Process

Safeguarding Commitment

Endeavour is committed to safeguarding and promoting the welfare of children and young people. We operate a culture of vigilance, and all staff, volunteers and workers are expected to share this commitment, maintain professional boundaries and act in the best interests of children at all times.

This role involves regulated activity with children and therefore requires an enhanced DBS check including children's barred list information.

Endeavour follows safer recruitment practices in line with Keeping Children Safe in Education (2025) and Working Together to Safeguard Children.

Recruitment Process

Application & Screening

To apply, candidates must:

- Complete Endeavour's role-specific screening questions
- Submit a CV (as supporting information)

Stage 1: Initial Screening

Candidates are first required to answer 4 screening questions. These are used to assess eligibility against essential criteria.

- Only candidates who meet the required criteria will progress to the next stage
- Candidates who do not meet these requirements will not be taken forward

Stage 2: Shortlisting

Candidates who pass screening will be invited to complete a set of shortlisting questions.

Applications at this stage are reviewed using a structured scoring process. We will:

- Assess evidence against essential and role-specific criteria
- Review relevant experience, including leadership and operational capability
- Consider safeguarding experience and suitability to work with children

Candidates who achieve the required score will be shortlisted for interview.

Interview Preparation

Candidates invited to interview will be required to complete and return the following in advance of interview:

- Endeavour's full application form
- A confidential self-declaration of criminal record and suitability

These must be returned before and in good time for interview.

As part of safer recruitment:

- An online search will be carried out
- References may be requested prior to interview

Any concerns identified will be explored at interview.

Interview

The interview process will assess:

- Role-specific skills and experience
- Safeguarding knowledge and understanding
- Suitability to work with children

We may explore:

- Information disclosed through self-declaration
- Concerns from references or online searches
- Employment history, including gaps or discrepancies

Pre-Employment Checks

Any offer of employment is conditional upon satisfactory completion of relevant checks, including:

- Enhanced DBS check (including children's barred list)
- Identity and right to work in the UK
- Verification of relevant qualifications
- Two satisfactory references (including safeguarding questions)
- Scrutiny of employment history
- Online search (completed prior to interview)
- Childcare disqualification declaration (where applicable)

Employment will not commence until all checks are complete.

Criminal Record Disclosure

This role is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must disclose:

- Any unspent conditional cautions or convictions, and
- Any adult cautions or spent convictions that are not protected

Protected cautions and convictions do not need to be disclosed.

Any disclosure will be treated confidentially, considered on a case-by-case basis, and assessed in relation to the role. A criminal record will not automatically exclude applicants.

Online Searches

In line with statutory guidance, Endeavour will carry out an online search of shortlisted candidates as part of due diligence. Any relevant information will be discussed during the recruitment process.

References

References will be sought for shortlisted candidates and may be obtained prior to interview. All references will be verified and include safeguarding-related questions.

Equality & Adjustments

Endeavour is an Equal Opportunities employer. We are committed to fair and inclusive recruitment.

If you require any reasonable adjustments, please contact us on 0114 243 8219 or include details within your application.