



## The Shrine of Our Lady of Walsingham

are looking to recruit the following staff:

### Permanent Housekeeper

Mon, Tue, Wed & Fri  
Will also be required to work some Sundays

Hours of work 8:30 am to 3:00 pm

To carry out all housekeeping and cleaning duties, to ensure all linen is changed and collected for laundry.

Hourly Rate £8.75, double pay on Sundays, plus benefits

### Casual Housekeepers Required

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Hours of work 8:30 am to 3:00 pm Mondays & Fridays until Oct / Nov.  
plus some other days in accordance with the needs of the company

Hourly Rate £8.75, double pay on Sundays

Contact Lisa Sayce on 01328 820255  
or email [l.sayce@olw-shrine.org.uk](mailto:l.sayce@olw-shrine.org.uk), for an application form

**All applicants must be able to work as part of a team and ensure that pilgrims and visitors receive a warm welcome and a high standard of hospitality.**

## **WCTA Ltd (Anglican Shrine of Our Lady of Walsingham) Safeguarding Policy**

### **Safer Recruitment**

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The Anglican Shrine of Our Lady of Walsingham Safeguarding Policy states, *'The Shrine will select and vet all those with any responsibility related to children, young people and vulnerable adults within the organisation.*

The Priest Administrator and Senior Management Team is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the Management Team or Department Heads. At least two individuals must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

#### **1. Job/role description**

Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline along with a copy of the volunteer policy. Set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.

#### **2. Advertise**

Paid roles to be advertised more widely and volunteer roles locally, on the website or in the review.

#### **3. Application form**

Ask all applicants to complete an application form for all paid roles. Always ask for, take up and check two references. Volunteers to complete volunteer's application form. Always ask for, take up and check at least one reference which should not be a family member and preferably be a parish priest or minister.

#### **4. Confidential Declaration Form**

Ask all applicants and volunteers to complete a Confidential Declaration Form.

#### **6 Shortlist (paid posts)**

Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification.

### **Shortlist (unpaid posts)**

Review any interest from volunteers and assess suitability against requirements.

### **6. Interview**

Have a face-to-face interview (or informal discussion if a volunteer) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).

### **7. Offer the role**

Decide whom to offer the role to. This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the organisation. No role can commence until satisfactory checks have been completed.

### **8. Checks**

Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service (DBS) check application (online or paper depending on the process). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the Priest Administrator and a member of the Senior Management Team. Always check the applicants' two references. Check that the applicant is entitled to work in the UK and complete a UKBA document checklist form.

Please note if someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident.

### **9. Appoint**

Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.

### **10. Probation period**

Have a period of probation of 6 months for any paid role (or a settling-in period for unpaid) and review throughout, as well as at the end of this period.

### **11. Induct, train and support**

Induct new unpaid and paid workers. This should include expectations in relation to behaviour. Ensure supervision/support is in place and arrange for attendance of the appropriate Church of England safeguarding training. Staff and volunteers will be issued with a staff handbook.

WALSINGHAM COLLEGE TRUST ASSOCIATION LTD  
The Shrine of Our Lady of Walsingham, 2 Common Place, Walsingham, Norfolk

JOB APPLICATION FORM

Please complete in biro or pen - writing as clearly as possible

JOB TITLE: .....

APPLICANT'S PERSONAL DETAILS:

SURNAME: \_\_\_\_\_ Mr/Mrs/Miss/Ms

FIRST NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ (HOME)

\_\_\_\_\_ (MOBILE)

NATIONAL INSURANCE NO. \_\_\_\_\_

DRIVER: YES/NO      OWN TRANSPORT:      YES/NO

HAVE YOU A CONTACT OR ARE YOU RELATED TO ANY PERSON IN THE  
EMPLOY OF WALSINGHAM COLLEGE TRUST ASSOC LTD. If so, please give details:

## EDUCATION/TRAINING

Please state Secondary School and College attended and any qualifications obtained:

<u>School/College</u>	<u>Dates</u>	<u>Qualifications</u>
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Are you undertaking any training at present?  
If so please give details.

## EMPLOYMENT HISTORY

Please list jobs held starting with the current or most recent one:

<u>Current/Recent Job</u>	<u>Start/End Date</u>	<u>Reason for Leaving</u>
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Professional qualifications and membership of professional organisations

Please list:

PLEASE STATE WHY YOU WANT THIS JOB AND HOW YOUR EXPERIENCE AND ABILITIES WILL HELP. (use an additional sheet if necessary)

HOBBIES OR INTERESTS

PLEASE PROVIDE DETAILS OF TWO REFEREES (NOT FAMILY) WHO WE CAN CONTACT FOR A REFERENCE. One should be your current or most recent employer.

1. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

Email Address \_\_\_\_\_

PERMISSION TO CONTACT MOST RECENT EMPLOYER, IF SHORTLISTED?  
YES/NO

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check, which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions that are subject to disclosure. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website.

**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES/NO**  
(Declaration subject to Rehabilitation of Offenders Act 1974)

Information from this Application may be processed for purposes registered by the Company under General Data Protection Regulations. Individuals have the right of access to personal data concerning them.

Please note that Walsingham College Trust Association is an Equal Opportunities Employer

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

**HOW SOON, IF ACCEPTED FOR EMPLOYMENT, WOULD YOU BE AVAILABLE FOR WORK?**

Please indicate if you have any special requirements should you be required to attend an interview.

Yes  No

If yes please give details:



DECLARATION

I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TO THE BEST OF MY KNOWLEDGE COMPLETE AND CORRECT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_