

# CANDIDATE FAQs

## How do I get paid?

You will be paid one week arrears directly into your bank account. You will also receive a payslip on Wednesday via email with the money paid into your account on the Friday.

## What type of supply staff can register?

We offer a wide range of roles within the education sector which can be found at our introduction leaflet available from the following link:

<https://www.stafflex.co.uk/education-downloads/>

## When will I need an overseas police clearance check?

From 6 April 2017, all Tier 2 (General) visa applicants who want to work in specified health, education or social care sectors must provide a criminal record certificate.

This must be from any country (except the UK) where you have lived for 12 months or more (whether continuously or in total) in the last 10 years, while aged 18 or over. This will also apply to any adult partners, whether they apply with you or make a separate application to join you if you are already in the UK.

## What time can I call the office?

We are available 24 hours a day. For out of office hours please ring our office number which is diverted to the on call service.

## Do I need to complete a timesheet?

Not always as this is dependent on the work place – some may complete on your behalf in which case there's no need to worry.

Alternatively please complete a paper version which will need to be dropped off at the office or emailed to us by Friday every week.

## Can I choose where and when I work?

Yes, Stafflex will offer work to you and it is your choice whether to accept the placement. You are under no obligation to accept everything offered.

## Will I earn less money working through an agency?

No, due to current regulations supply teachers are now paid to scale.

## I am in my final year of my teaching degree. Can I register as a supply teacher?

Yes you can. We regularly register final year students who are looking to earn some extra income before starting a full time position.

We can also help final year students find their first teaching position. Also, many schools we work with have taken NQTs through their NQT year.

## Does it cost to register?

No, it is completely free to register however if your DBS is not registered to the online update service you will need to apply for a new enhanced DBS check at a cost of £52.

You will then be required to sign up to the DBS online update service which makes your DBS transferable.

The cost of registering to the DBS online update service is an annual £13 subscription which will keep your certificate valid providing this is paid for every 12 months.

## How to receive your holiday pay?

Every time you work holiday pay will be accrued which can be paid upon request (with at least one weeks' notice). You can only receive holiday pay on non-working days.

## Useful Links

- Department for Education ([www.education.gov.uk](http://www.education.gov.uk))
- Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))
- DBS ([www.homeoffice.gov.uk/agencies-public-bodies/dbs](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs))
- Stafflex Hub (<https://timesheets.stafflex.co.uk/>)
- BBC ([www.bbc.co.uk/schools](http://www.bbc.co.uk/schools))
- School Zone ([www.schoolzone.co.uk](http://www.schoolzone.co.uk))
- Teaching Ideas ([www.teachingideas.co.uk](http://www.teachingideas.co.uk))
- TES ([www.tes.co.uk/primary-teaching-resources](http://www.tes.co.uk/primary-teaching-resources))