Great Place to Work and Care

Because we care.

NHS
South London and Maudsley
NHS Foundation Trust

Recruitment Information Pack



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Welcome to our Trust

Become part of our leading team providing mental health community care and national services.

Our work is divided across six operational directorates in four boroughs in south London. We provide more than 240 services to local people, as well as more than 50 specialist services for children and adults across the UK and beyond.

Each of our operational directorates is led by a service director who leads their team to deliver the high-quality care we are known for, both in hospital and in the community.



About Us

Who We Are

We provide the widest range of NHS Mental Services in the UK

Our strategy & strategy refresh

Aiming High: Changing Lives 2021-2026

Our Partners

We work in partnership to help improve lives

Operational Directorates

Our work is divided across 6 operational directorates and more than 240 services

Excellence in treatment, research and training

There are very few organisations in the world that have such wide-ranging capabilities working with mental illness. Our scope is unique because it is built on three major foundations: **care and treatment, science and research and training.**

Our Mission

Seeking excellence in all mental health and wellbeing: prevention, care, recovery, education, and research.



Kindness **Respect** **Together**

Values and Behaviours Framework

Our Values: Kindness. Respect. Together

Ensuring our staff are aligned to Our Values is incredibly important to us. Click the links below to see the behaviours we want and don't want to see within our organisation.

Behaviours we want to see..


Kindness


Respect


Together

Behaviours we don't want to see..


Kindness


Respect


Together

Click here to see our full Values and Behaviours Framework

Our Hospitals



The Maudsley Hospital at Camberwell

Find out more »



Bethlem Royal Hospital in Beckenham

Find out more »



Lambeth Hospital in Clapham

Find out more »



Ladywell Unit at Lewisham Hospital

Find out more »

Capital Projects and Modernisation Programme

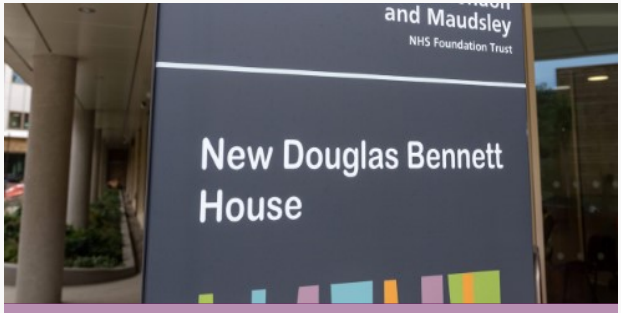
More than a building

The new Pears Maudsley Centre will be a vibrant and welcoming space for young people and our local community and will feature modern therapeutic outpatient facilities, an inpatient ward and a state-of-the-art research lab as well as two floors dedicated to the Maudsley and Bethlem Hospital School. By involving young service users and their families in its design, we have ensured the building provides age-appropriate spaces and works hard to ease anxiety.

The Centre will be a place that makes things feel brighter, welcomes visitors and meets their diverse needs. Its design maximises natural light and incorporates artwork and natural materials to create a calming environment. It will have landscaped outdoor terraces with extensive planting on each of its eight floors — capped by a roof terrace. This will provide the calming, relaxing spaces difficult to achieve in a traditional inner-city hospital building.



Pears Maudsley Centre



New Douglas Bennett House

Located on our Maudsley Hospital campus in Denmark Hill, New Douglas Bennett House will be home to brand-new wards for Lambeth providing a modern, therapeutic and safe environment for our staff and those we care for

Careers at South London and Maudsley

There are over 350 different NHS careers and everyone makes a difference every day.

Become part of our leading team providing mental health community care and national services. Click the boxes below to learn more.

Allied Health Professionals

Nursing

Administrative Services

Healthcare Support Workers

Psychology & Psychotherapy Careers

Medical Education

Work Experience

Apprenticeships

Volunteering

An Overview of Our Recruitment Process

To apply for any role, you will either need to sign up for TRAC jobs or sign in if you already have an account.

Using TRAC helps ensure recruitment is fair, consistent, and compliant with NHS employment standards.

We've outlined the steps we follow during our recruitment process below.

- **Step 1 - Online Application**
- **Step 2 - Shortlisting**
- **Step 3 - Interview**
- **Step 4 - Offer**
- **Step 5 - Pre-Employment Checks**
- **Step 6 - Start Date**

Log into TRAC here



Recruitment Process

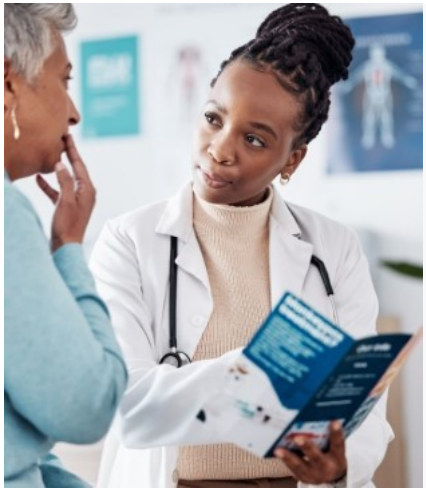
South London and Maudsley NHS Foundation Trust

1. Apply via TRAC
2. Application shortlisted
3. Interview (7 days' notice)
4. Verbal, then conditional offer
5. Pre-employment checks
6. Unconditional offer, start date agreed

Welcome aboard

Getting Support With Your Application

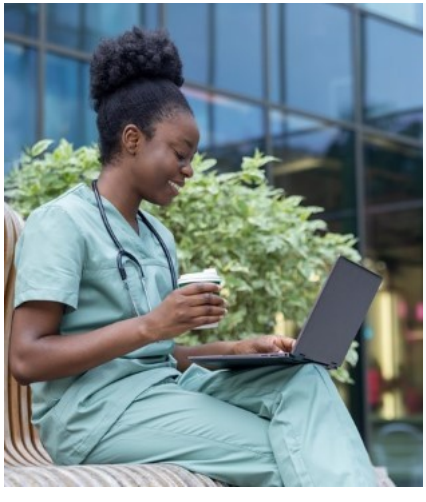
We want every candidate to have the best opportunity to showcase their skills and experience. Explore the tips below to help you complete your application with confidence.



Understanding the Role Requirements

Review the job description and person specification carefully to understand the skills, experience and values required, and tailor your application accordingly.

Learn More



Completing the Application Form

Complete all sections of your application and explain any gaps in your employment history.

Learn More



Prepare a Strong Supporting Statement

This demonstrates exactly how you meet every job requirement based on real life examples from your professional and personal experience.

Learn More



Using AI Tools Sensibly

AI tools can support your application, but your responses should reflect your own skills, experience and suitability for the role. Ensure your answers are tailored to the job description and person specification.

Learn More

How to use TRAC effectively during your application

Where to find our vacancies

Completing your application checklist

- [ ] I'VE MADE SURE THAT I'VE READ THE JOB DESCRIPTION AND PERSON SPECIFICATION THOROUGHLY
- [ ] IF I'M UNSURE OF ANYTHING, I'VE CONTACTED THE HIRING MANAGER TO DISCUSS FURTHER
- [ ] I'VE FILLED IN EVERY PART OF THE APPLICATION FORM, NOT LEAVING ANYTHING BLANK
- [ ] IF I HAVE ANY GAPS IN MY WORK HISTORY, I'VE EXPLAINED WHY
- [ ] I'VE ADDRESSED EVERY POINT ON THE JOB SPECIFICATION, EXPLAINING HOW I MEET IT AND INCLUDING AN EXAMPLE FOR EACH POINT
- [ ] I'VE USED TWO TO FOUR SENTENCES FOR EACH POINT ON THE PERSON SPECIFICATION
- [ ] I'VE LAID OUT MY SUPPORTING STATEMENT IN THE SAME WAY AS THE PERSON SPECIFICATION, USING THE SAME HEADINGS
- [ ] I'VE MADE SURE I'VE ADDRESSED EVERY POINT IN THE ESSENTIAL CRITERIA
- [ ] I'VE MADE SURE I'VE ADDRESSED EVERY POINT IN THE DESIRABLE CRITERIA THAT APPLIES TO ME
- [ ] I'VE DEMONSTRATED MY PASSION FOR THE ROLE AND WHY I WANT THE JOB
- [ ] I'VE INCLUDED ONE TO TWO SENTENCES ABOUT THE ORGANISATION OR TEAM TO DEMONSTRATE THAT I'VE DONE SOME RESEARCH
- [ ] I'VE DOUBLE CHECKED THE SPELLING, GRAMMAR AND PUNCTUATION THROUGHOUT THE APPLICATION



Preparing For Your Interview

If you are shortlisted for a role, you will be asked to attend an interview with the recruiting manager and panel to assess your skills and abilities. You might also be asked to complete a task or discuss agreed topics with a group, and you might meet other team members.

Within your application, you will be asked if:

- you consider yourself to be disabled under the Disability Confident Scheme

- you are a current member of the UK Armed Forces community

- you are a care leaver, have any experience of being in care, or of being within the care system

If you have answered yes to any of these questions and you meet the essential criteria for a role, you will be selected to attend an interview or assessment.

Read more NHS interview advice here >>

Additional Hiring Information

Sponsoring you to work in the UK

If you require sponsorship under the Skilled Worker visa route and the role is on the skills shortage list, we will consider your application. The decision to offer sponsorship will be taken by the service/budget holder.

Collecting Information About You

As part of your application, you will be asked to provide information about your race, sexual orientation, nationality, religion, sex, gender, marital status, disability, caring responsibilities and age. These are known as protected characteristics. You do not have to provide this if you do not wish to. The information you provide is protected by law and will always be used in a way that complies with the law's guidelines.

General Data Protection Regulations (GDPR) 2018

The Data Protection Act requires us to provide you with certain information and to obtain your consent before processing sensitive data about you. The information supplied within your application form and equal opportunities monitoring form will only be used for the purpose of determining your application for this position. Once a decision has been made concerning your appointment, the information will not be retained for longer than necessary.

An Inclusive Employer

Equality, diversity and inclusion

South London and Maudsley NHS Foundation Trust is committed to equality of opportunity and fair treatment for all applicants and staff. We value diversity and aim to create an inclusive working environment where everyone is treated with dignity and respect.

We welcome applications from people of all backgrounds and are committed to preventing unlawful discrimination and promoting equality in recruitment, employment, and career development. Our aim is for our workforce to reflect the diverse communities we serve and to provide a workplace where everyone can thrive.

We recognise our responsibilities under equality legislation and take steps to support inclusive and positive working relationships across the Trust.

Disability, Armed Forces and Care Leaver Status (Optional)

As part of our commitment to inclusive recruitment, we encourage applicants to let us know if they identify as having a disability, are from the Armed Forces community, or have experience as a care leaver. Sharing this information helps us to offer appropriate support and consider any guaranteed interview schemes where applicable.



Workplace Adjustments

Equality Act 2010 - Reasonable Adjustments

Under the Equality Act 2010, employers have a legal duty to make reasonable adjustments so that disabled people or those with a long-term health condition are not placed at a substantial disadvantage compared with others.

Reasonable adjustments are the legal requirement. They are changes an employer must consider to remove or reduce barriers for disabled job applicants or employees.

Workplace adjustments are how this duty works in practice. They are the specific, day-to-day changes made in the workplace to support a disabled employee to carry out their role safely and effectively.

Examples of workplace adjustments include:

- Change to working hours, including hybrid and flexible working
- Reassignment of duties
- Adapted equipment which can include ergonomic chairs, screen readers and assistive technology
- Workplace adjustment Passport

Employee's Responsibilities

Employees are encouraged to talk openly with their manager about any support they need at work. The Workplace Adjustment Passport can help record and review agreed adjustments.

Things employees can consider:

At application stage: requesting adjustments for the recruitment process, such as extra time for tests or alternative formats.

At interview: letting the panel know if adjustments are needed, for example rest breaks or questions in advance.

When starting in role: discussing practical adjustments early, such as working hours, equipment, or ways of managing workload.

Employees should also:

- Raise the need for adjustments as early as possible
- Engage in conversations about what works and review adjustments if needed.
- Raise any concerns if support is not effective or needs to change



Your pre-employment checks

If you are successful, you will be issued with a conditional offer subject to the satisfactory completion of pre-employment checks. For previous or existing NHS employees, an Inter Authority Transfer (IAT) will be requested to confirm your previous NHS service.



Identity Check



Establishing the Right to Work



Disclosure and Barring Service (DBS) Disclosure



Occupational Health (OH)



Professional Registration including Qualifications



References



Gaps In Employment / Character Reference



New Starter Form



Model declaration form



Sponsorship / Skilled Worker visa

Great Place To Work

Why we are a great place to work

Our team is made up of dedicated staff who go above and beyond to deliver excellent patient care and keep our services strong. We value and celebrate their contribution, and we are committed to supporting them with real opportunities for career progression, alongside a strong range of benefits. We take care of our staff so they can take care of our patients.



Disability Confident Employer



Armed Forces Friendly Employer



Reasonable Adjustments in the Workspace



Freedom to Speak Up

Staff Networks

- Women's Network
- Black and Minority Ethnic (BME) Network
- Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) Network
- Lived Experience Network (LEN)
- Diverse-Ability Network
- Patient and Carer Race Equity Framework (PRCEF) Network
- Men's Network



People with Lived Experience



Black and Global Majority (BME)



Diverse-Ability Network



Women's Network

Career Benefits

We want you to feel like you are part of a close knit team at South London and Maudsley. It's important to us that you valued and appreciated and that's why there is a range of benefits for you and your family when you join us.

We are committed to making sure you get the most out of the benefits on offer to help you feel like our Trust is a great place to work.

Annual leave and career breaks

You get 27 days (plus bank holidays) annual leave as standard. This goes up to 29 days after five years service and 33 days after 10 years.

Training and development

There are so many opportunities to train and specialise at South London and Maudsley – we provide world class mental health training.

Family and home life

Includes: childcare vouchers, maternity and paternity leave, staff accommodation etc

Financial and lifestyle

Benefits includes: season ticket loans, discount schemes, pension, car lease, etc

Health and wellbeing

Includes: cycle to work scheme, sports facilities, counseling and wellbeing services

Other Benefits

Includes: access ot our extensive library, physiotherapy service etc

Anti-Racism Action Plan

In our strategy, *Aiming High; Changing Lives*, we set our ambition to be known for our action on anti-racism. We recognise that fulfilling this ambition requires transformational change from within our organisation, and we must embed anti-racism in all that we do to ensure better experiences for our staff, service users and their carers and our communities.

We know we have a long way to go to achieve this.

Our five key areas of action

Read our Aiming High; Changing Lives strategy

Download the full Anti-Racism Action Plan



Maudsley Charity

Who are we?

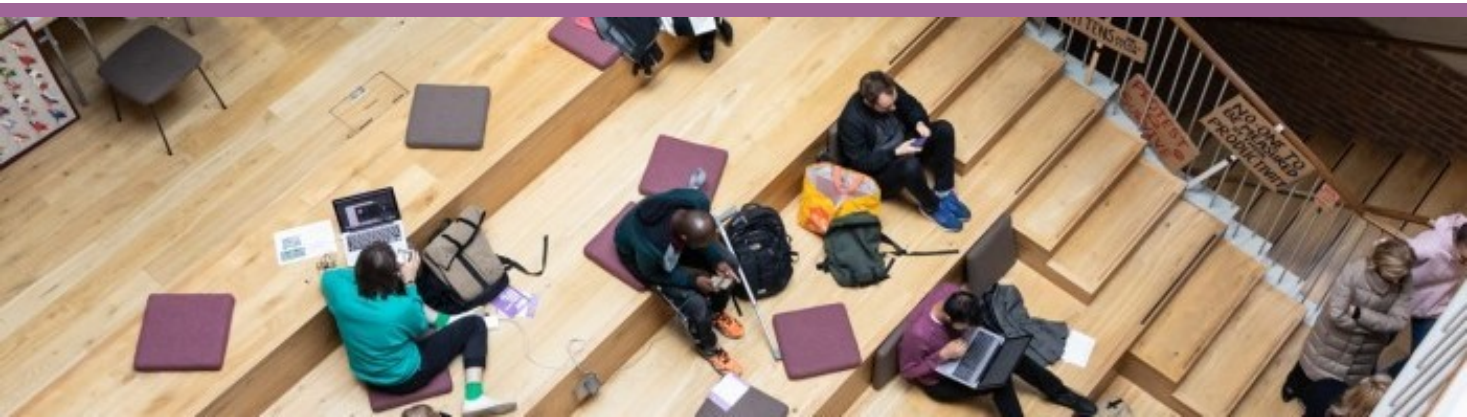
We are a grant-making charity rooted in south London. Our vision is a world where everyone who experiences mental illness, without exception, has access to the right care and support for them.

About Maudsley Charity

Our Values and Behaviours

Where We've Come From

Find Out More



Great Place to Work and Care

Because we care.

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Thank you for taking the time to read our Candidate Pack

If you need any support, please reach out to our team at: atika.ziblim@slam.nhs.uk