



**Please note this is a translation of the application procedure with no legal validity.
Please refer to the current call available here:**

<https://www.educacionfpydeportes.gob.es/servicios-al-ciudadano/catalogo/general/20/203317/reino-unido/203317-icblanch-tecnico-infantil-2024-2.html>

CALL FOR APPLICATIONS FOR EMPLOYMENT AS PERMANENT STAFF IN THE SPANISH INSTITUTE VICENTE CAÑADA BLANCH IN LONDON, UNITED KINGDOM, IN THE CATEGORY OF EARLY YEARS EDUCATION TECHNICIAN

Taking into account the provisions of the Resolution of the Secretary of State for Public Administrations of 18 February 2015, which establishes criteria for the selection of labour personnel abroad, it is agreed to call a selection process in accordance with the following.

RULES OF THE CALL FOR APPLICATIONS

1. General rules

- 1.1. A selective process is announced to fill two positions in the category of Early Years Education Technician by the open access system.
- 1.2. The duties, remuneration and other characteristics of the posts are set out in Annex I.
- 1.3. The selection process will be carried out by means of the competitive examination system (with a preliminary and eliminatory competition), with the evaluations, exercises and scores specified in Annex II.
- 1.4. At the end of the selection process, those candidates selected and who have accredited that they meet the requirements, up to the maximum number of places available, will be given the corresponding contract.
- 1.5. The full terms and conditions of the call for applications will be published on the websites of the Ministry of Education, Vocational Training and Sports and the general access point www.administracion.gob.es, as well as at the Embassy of Spain in London, Consulate General of Spain in London, Consulate General of Spain in Edinburgh, Consulate General of Spain in Manchester, Consejería de Empleo y Seguridad Social, Consejería de Educación, Instituto Cervantes, Oficina Económica y Comercial, Oficina de Turismo, Consejería de Transportes, Oficina de Información y Prensa, Consejería de Agricultura, Alimentación y Medio Ambiente, Agregaduría de Defensa, Sección Cultural and Instituto Español Vicente Cañada Blanch and on the website of the Consejería de Educación de la Embajada de España en el Reino Unido e Irlanda.

2. Requirements for candidates

- 2.1. In order to be admitted to the selective process, applicants must meet the following requirements for participation on the day of the deadline for submission of applications and maintain the following requirements until the time of formalisation of the employment contract:
 - 2.1.1. Age. Be at least 16 years of age and not be over the maximum retirement age.
 - 2.1.2. Qualifications. Hold the qualification listed in Annex I, or equivalent.
 - 2.1.3. Functional compatibility: possessing the functional capacity to carry out the tasks of the positions being advertised.
 - 2.1.4. Qualifications. The applicant must not have been dismissed by disciplinary proceedings from the service of any of the public administrations or the
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constitutional or statutory bodies of the autonomous communities, nor be in absolute or special disqualification for public posts or positions by judicial decision, or to exercise functions similar to those they performed, in the case of employment personnel, in which they had been dismissed or disqualified. In the case of nationals of another State, they must not be disqualified or in an equivalent situation, nor have been subject to disciplinary or equivalent sanction that prevents them from access to public employment in their State, under the same terms.

- 2.1.5. Applicants whose mother tongue is not English must have a minimum level of B2 in English according to the Council of Europe's Common European Framework of Reference for Languages, issued by a competent authority.

In order to accredit a level B2, corresponding to Level B2 of the Common European Framework of Reference for Languages of any language, only the following qualifications or certifications will be taken into account:

- Degree in English Philology.
- Graduate Degree in Modern Philology or Modern Languages in English.
- Degree in Translation and Interpreting in English.
- Graduate Degree in English Studies.
- Certificate of Level B2 in English, obtained at an Official Language School, or academic certification issued by the Official Language School, in accordance with the equivalences established in Annex II of Royal Decree 1041/2017, of 22 December ("Official State Gazette" of 23).
- Official certificate accrediting knowledge of the level of English required for the post applied for, from those listed by the English language tables of the Conference of Rectors of Spanish Universities
- <https://www.crue.org/wp-content/uploads/2020/02/Certificados-para-la-acreditaci%C3%B3n-de-niveles-de-ingl%C3%A9s.pdf>

- 2.1.6. DBS check. The person has not been convicted by a final judgement for any crime against sexual freedom and indemnity, which includes sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and sexual exploitation and corruption of minors, as well as trafficking in human beings.

- 2.2. **Applicants who are not UK nationals must hold the appropriate UK residence and work permit or authorisation at the date of commencement of the service, which must remain valid for the duration of the employment relationship.**

The Spanish Embassy Education Office in the UK and Ireland does not sponsor visas for recruitment under this call.



3. Applications

- 3.1. Those wishing to take part in these selective tests must fill in the form attached as Annex III to this call for applications, which will be available at the places indicated in base 1.5.
- 3.2. In accordance with the provisions of Royal Decree 203/2021, of 30 March, applications may be submitted electronically through the General Electronic Register of the General State Administration: <https://administracion.gob.es>

Exceptionally, if electronic submission is not possible, applications may be submitted on paper to the Consejería de Educación, 20 Peel Street, London W8 7PD, in the manner prescribed by law, within 10 working days of the date of publication of this notice, to the following address: Consejería de Educación, 20 Peel Street, London W8 7PD.

Applications submitted by post must be registered at the post office on time and with the corresponding entry stamp on the application form (Annex III). The ordinary postmark or postal payment slip will not be accepted as proof of timely submission.

In case the application is submitted by post or at any public registry other than the registry of the Consejería de Educación in the United Kingdom and Ireland, the application shall be sent by e-mail to consejeria.uk@educacion.gob.es including a scanned copy of Annex III with the corresponding entry stamp and the identity card or passport.

In countries where it is not possible to register documents at post offices, the application may be sent by registered post. In this case, the application must be sent by e-mail to consejeria.uk@educacion.gob.es including a scanned copy of Annex III, the identity card or passport and proof of posting by registered post.

Failure to submit the application in due time and form will result in the exclusion of the applicant from the selection process.

- 3.3. The application shall be accompanied by:
- Copy of identity card or passport.
 - Copy of the diploma required in Annex I.
 - Curriculum vitae of the candidate.
 - Documentation accrediting the professional and/or training merits that you wish to be assessed in the first part of the competition phase.
 - Copy of the B2 accreditation in English of the Common European Framework of Reference for Languages of the Council of Europe, issued by a competent authority, for candidates whose mother tongue is not English.

Failure to submit this documentation will result in the exclusion of the applicant from the selection process, unless it is only documentation accrediting the professional and/or training merits that the applicant wishes to be assessed, in which case the applicant may be admitted, but will be assessed with zero points in the first part of the competition phase.

- 3.4. Any factual, material or arithmetical errors that may be noted in the application may be corrected at any time, ex officio or at the request of the interested party.
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4. Admission of applicants

- 4.1. Once the deadline for submitting applications has passed, the chairman of the selection body shall publish the list, in alphabetical order, of candidates admitted and excluded, indicating their identity card or passport number, in the manner determined by the seventh additional provision of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights, and the cause of exclusion, indicating a period of five working days, starting from the day after the publication of the list, to rectify the defect that has led to their exclusion or omission. This list will be published on the website of the Consejería de Educación in the United Kingdom and Ireland. It will also indicate the place, date and time of the first test of the competition.
- 4.2. After this period, in the event that modifications have been made, they shall be posted in the same places and by the same means as the initial lists.

5. Selection committee

- 5.1. The selection committee for this selective process is the one listed in Annex IV.
 - 5.2. In accordance with Article 14 of the Spanish Constitution, the selection panel shall ensure strict compliance with the principle of equal opportunities for both sexes.
 - 5.3. The selection committee will be responsible for considering, verifying and assessing any incidents that may arise in the performance of the exercises, adopting such reasoned decisions as it deems appropriate.
 - 5.4. Persons who sit on the selection panel must refrain from taking part in the following cases:
 - Have a personal interest in the case in question or in another case whose outcome may be influenced by the outcome of that case; be a director of the company or entity concerned or have a litigation matter pending with any interested party.
 - To have a marital relationship or similar de facto situation, or a blood relationship within the fourth degree, or an affinity within the second degree, with any of the interested parties, with the administrators of the entities or companies concerned and also with the advisors, legal representatives or agents involved in the procedure, as well as to share a professional office or be associated with them for the purpose of advice, representation or mandate.
 - Having a close friendship or manifest enmity with any of the persons mentioned in the previous section.
 - Have acted as an expert or witness in the proceedings in question.
 - Have a service relationship with a natural or legal person directly interested in the matter or have provided professional services of any kind and in any circumstance or place in the last two years.
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- 5.5. Likewise, candidates may challenge the persons forming part of the selection body when the circumstances set out in the previous paragraph are present.
- 5.6. For the purposes of communications and other matters, the selection board will be based at: Spanish Embassy Education Office, 20 Peel Street, London W8 7PD. E-mail: consejeria.uk@educacion.gob.es Telephone: 0207 727 2462.

6. Development of the selection process

- 6.1. Candidates will be called to the exercises of the competition in a single call, and those who do not appear will be excluded from the selection process.
- 6.2. At the end of each of the exercises of the competitive examination phase, the selection body will publish, on the website of the Ministry of Education, Vocational Training and Sports, in the places and media where the exercises were held and at the headquarters of the selection body, the list of candidates who have reached the minimum required to pass, with an indication of the points obtained.
- 6.3. The selection body shall publish on the website of the Ministry of Education, Vocational Training and Sports, in the places and media where the competitive examination phase was held and at the headquarters of the selection body, the list containing the provisional assessment of professional and training merits in the first part of the competitive examination phase, indicating the score obtained for each merit and the total score. Applicants will have a period of five working days, starting from the day after the publication of this list, to make the relevant allegations.

In accordance with the provisions of Royal Decree 203/2021, of 30 March, the presentation of allegations shall be made electronically through the General Electronic Register of the General State Administration: <https://administracion.gob.es>

Exceptionally, where electronic submission is not possible, representations may be submitted on paper to the Spanish Embassy Education Office, 20 Peel Street, London W8 7PD, in the manner prescribed by law, and should be addressed to the following address: Spanish Embassy Education Office, 20 Peel Street, London W8 7PD.

At the end of this period, the selection body will publish in the aforementioned places and media the list with the definitive assessment of the first part of the competition phase.

- 6.4. Candidates who pass the first part of the competition phase will be called, in a single call, for an interview. Those who do not attend the interview will be assessed with 0 points in this part.
 - 6.5. Once the interview has been concluded, the selection body shall publish, on the website of the Ministry of Education, Vocational Training and Sports, in the places and media where it is held and at the headquarters of the selection body, the list of applicants, indicating the score obtained in the interview and the total score of the competition phase.
 - 6.6. The selection body may require, at any time during the selection process, accreditation of the identity of the applicants. Likewise, if it becomes aware that any of the applicants do not meet any of the requirements demanded in the call for applications, after hearing the person concerned, it shall propose their exclusion to the convening authority.
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7. Successful completion of the selection process

- 7.1. At the end of the competitive examination and examination phases, the chairman of the selection body shall submit to the convening authority the list of candidates who have obtained at least the minimum qualification required to pass the selection process, in order of score.
- 7.2. This list will be published in the school where the vacancies are located, as well as in as many places and media as deemed appropriate, and the first applicants on this list, up to the number of vacancies called, will have a period of eight working days in which to present the documentation accrediting the following requirements demanded in the call for applications:
- Sworn declaration or promise that the person has not been dismissed from the service of any public administration and is not disqualified from performing public functions, according to the model that appears as Annex V.
 - Medical certificate or sworn statement that he/she does not suffer from any illness or physical or mental limitations incompatible with the normal performance of the corresponding tasks or functions, in accordance with the model in Annex VI.
 - Certificate of not having been convicted, by final judgement, of any crime against sexual freedom and indemnity, which includes sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and sexual exploitation and corruption of minors, as well as human trafficking, issued by the Central Registry of sexual offenders.

However, it shall not be submitted by those who give their express consent for the consultation of this data to the competent personnel unit of the Ministry of Education, Vocational Training and Sports, through the electronic verification systems (Annex VII).

In the case of foreigners or persons with a nationality other than Spanish, they must also provide a certificate accrediting the absence of convictions in their countries of origin or nationality for offences of the same nature as those mentioned, translated and legalised in accordance with existing international conventions.

- If applicable, permission and/or authorisation to reside and work in the UK.
- 7.3. In the event of non-compliance by the selected applicants of the requirements demanded in the call, they will lose their right to be hired as permanent staff, with the category of Early Years Education Technician at the Spanish Institute Vicente Cañada Blanch, and their actions in the selection process will be annulled, without prejudice to the liability they may have incurred for falsehood in the initial application.
- 7.4. The number of contracts may not exceed the number of posts advertised.
- 7.5. In the case of posts covered by employment contracts in which the preference of the tie-breaker criterion for spouses or unmarried partners has been applied, as set out in Article 60.2 of Law 2/2014, of 25 March, on State Action and Foreign Service, the duration of the contract shall be subject to the spouse or unmarried partner remaining in their assignment abroad.
- 7.6. Until the contract is formalised, applicants shall not be entitled to any financial compensation.
- 7.7. Candidates recruited shall serve a probationary period of three months during which they shall be evaluated by the person in charge of the unit of assignment.
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- 7.8. In the event that the candidate does not submit the documentation by the deadline, does not meet the requirements, resigns, or the evaluation of the probationary period is unfavourable, the post may be awarded to the next candidate on the list referred to in point 7.1.
- 7.9. During the period of validity of the corresponding quota, and charged to the same, candidates who, having reached the minimum qualification required to pass the selection process, have not obtained a vacancy, may be proposed for other vacancies, of identical employment category, in the centre of the vacancy called, and shall be called following the order of the points obtained and respecting, where appropriate, the tie-breaker criteria, provided that the requirements established for recruitment are met.
- 7.10. United Kingdom labour legislation will apply to this contract, as well as the Agreement of the General Negotiating Committee of the Spanish General State Administration on working conditions for the labour personnel who provide services abroad in the service of the General State Administration and its Autonomous Organisations.

8. Final rule

An appeal for reversal may be lodged against this call for applications in accordance with Law 39/2015, of 1 October, on the Common Administrative Procedure for Public Administrations, or an action may be brought before the Social Courts, in accordance with the provisions of Article 6.2 of Law 36/2011, of 10 October, regulating social jurisdiction.

In Madrid, on the date of electronic
signature

THE UNDER-SECRETARY

P.D. Order EFP/43/2021 of 21 January (B.O.E. of 26)

THE DIRECTOR-GENERAL

Inmaculada Toribio Candil



ANNEX I

VACANCIES

Professional category: Early Years Education Technician

Location: London

Number of posts	Academic requirements	Duties	Gross salary	Terms
2	Baccalaureate or equivalent qualification	a) Programme the educational and social care intervention for children based on the guidelines of the institution's programme and the characteristics of the individual, the group and the context. b) Organise the resources for the development of the activity in response to the needs and characteristics of the students. c) Develop the programmed activities, using the appropriate resources and methodological strategies and creating a climate of trust. d) Respond to the needs of students and families who require the participation of other professionals or services, using the appropriate resources and procedures. e) Evaluate the intervention process and the results obtained, preparing and managing the documentation associated with the process and transmitting the information in order to improve the quality of the service. f) Generate safe environments, respecting security regulations and protocols, and the well-being of pupils in the planning and development of activities.	£29,254 per annum	Permanent



ANNEX II

DESCRIPTION OF THE SELECTIVE COMPETITIVE EXAMINATION PROCESS (PRELIMINARY AND ELIMINATORY EXAMINATION) FOR ENTRY AS PERMANENT STAFF IN THE CATEGORY OF EARLY YEARS EDUCATION TECHNICIAN.

The selection process will consist of a competitive examination phase and a competitive examination phase, with the exercises and assessments detailed below:

1. COMPETITION PHASE

It shall consist of the following elimination tests:

- **Test of knowledge** of Spanish and English, consisting of a reading comprehension in both languages.
- **Written test on general culture** corresponding to the level of qualification required for the category of the post to be filled on knowledge of the Spanish Administration and the functioning of the Ministries of Education abroad, which will be carried out by means of multiple-choice tests or short questions.

The questionnaire shall consist of 40 questions. Wrong answers will not be penalised. Each correct answer will be marked out of 0,25 points.

- **Practical test** to assess the ability and aptitude of candidates to perform the duties of the post to be filled. The test will consist of 4 short practical tests related to the duties of the post. Each case will be marked out of a maximum of 2.5 points.

Each of these tests will be graded **from 0 to 10 points**, being necessary a minimum of **5 points** to pass the last test and therefore to continue within the process.

The mark for the competition phase will be the sum of the marks obtained in each of the tests.

2. TENDERING PHASE

The assessment of the tendering phase will be carried out only on candidates who have passed the competition phase.

This phase will consist of two parts, with the scores and assessments detailed below.

The maximum mark for the tendering phase shall be **20 points**.

A. PART ONE: ASSESSMENT OF MERITS

This first part will be of an **eliminary nature**.

The following merits will be assessed and must be possessed by the closing date for the submission of applications:

Professional merits:

Experience in positions of the same or similar category/functions, with documentary proof, will be an asset.

Maximum score: **16 points**.

Method of scoring: **up to 1,6 points** for each full six-month period of experience.



Educational merits:

Courses, academic qualifications, and other knowledge related to or useful for the post to be filled, other than those required to take part in this selection process, will be considered.

Maximum score: **2.5 points**.

The following will be assessed:

- a) Possession of an academic qualification other than the one provided as an entry requirement: **1 point**.
- b) Courses taken, in the last 10 years, related to the functions of the post, with a minimum of 15 teaching hours per course: courses and activities related to the methodology or didactics of the speciality of early years education; courses or activities related to general aspects of the curriculum or school organisation; courses on new information and communication technologies applied to education; courses related to play or recreational activities.

Each hour of the course will be valued at 0.05 points, **up to a maximum of 1.5 points**.

When the accreditation of courses or diplomas is in credits, the equivalence of one credit equals 10 hours.

The selection committee will determine the minimum score required to pass this first part.

B. PART TWO: INTERVIEW

Only candidates who have passed the first part (assessment of merits) will be admitted to this second part, and the interview will in no case be of an eliminatory nature.

It will consist of an interview, which may be conducted, where appropriate, in Spanish and English, and which will assess the candidates' ability to integrate into a working group and to develop their work collaboratively with the Early Years education teaching staff. The interview will be held in a public session.

Maximum score: **1.5 points**

The final mark in the tendering phase will be the sum of the marks obtained in both parts (A and B)

The final mark of the whole process will be determined by the sum of the marks obtained in the competition phase and the tendering phase.

In the event of a tie, the order shall be established on the basis of:

1. The highest mark obtained in the competition phase.
2. The highest mark obtained in the tendering phase.
3. The highest score obtained in the assessment of professional merits.
4. Article 60 "Work of family members abroad", point 2, of Law 2/2014, of 25 March, on the Action and Foreign Service of the State.



The necessary measures shall be taken to ensure that candidates with disabilities enjoy similar conditions to the rest of the candidates in the exercises. In this respect, for candidates with disabilities who so state in their application, the possible adaptations in terms of time and means for their performance will be established.



ANNEX III

APPLICATION TO TAKE PART IN THE SELECTION PROCESS FOR PERMANENT STAFF WORKING ABROAD

Positions applied for: Early Years Education Technician Location: London

PERSONAL DATA

SURNAME.....	
NAME.....	IDENTITY CARD OR
PASSPORT NUMBER:	
ADDRESS (street, avenue, square)	NUMBER:
FLOOR.....LOCALITY.....	C.P. :
COUNTRY..... TELEPHONE and/or EMAIL.....	
DATE OF BIRTH.....	COUNTRY OF BIRTH:
NATIONALITY / NATIONALITIES.....	
DISABILITY, IF ANY.....ADAPTATION REQUESTED, IF ANY.....	

PROFESSIONAL DATA

Current job (category, seniority, organisation, location):
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ACADEMIC QUALIFICATIONS

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PROFESSIONAL MERITS

Experience in jobs at the same level		
Title Position	Company or Public Body	Period worked (months, days, years)
Experience in similar positions		
Title Position	Company or Public Body	Period worked (months, days, years)

TRAINING MERITS

Other qualifications or specialisations
(Courses, Seminars and other knowledge relevant to the position)

By signing this application form, I declare that the above information is true and that I meet the requirements set out in the call for applications.

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights, we inform you that your personal data will be processed by the Ministry of Education, Vocational Training and Sports for the sole purpose of resolving the selection process indicated above, and you may exercise your rights of access, rectification, deletion, limitation and opposition before it. The legitimation for the processing of your data is the fulfilment of legal obligations, the exercise of public powers conferred on the person responsible for the processing, as well as, where appropriate, the execution of a contract. We also inform you that the recipient of your data will be exclusively the public administration. Your data will not be passed on to third parties, except in the event of a legal obligation, nor will they be transferred to a third country or international organisation. You can consult additional and detailed information on data protection on the website of the Ministry of Education, Vocational Training and Sports.

At, at of2024

(Signature)

Spanish Embassy Education Office UK & Ireland, 20 Peel Street, W8 7PD London



ANNEX IV
SELECTION COMMITTEE

ACTING

PRESIDENT:

Justina Castillo
Secondary Education

SECRETARY:

Oscar Antolín
Primary Education

VOCAL:

María Antonia García
Secondary Education

DEPUTIES

PRESIDENT:

Juan Carlos Luque
Secondary Education

SECRETARY:

María Belén Pinilla
Primary Education

VOCAL:

José Jiménez
Secondary Education



ANNEX V

Mr. / Mrs. _____ ,
with identity card number _____ and address at _____ ,
Street _____ , number _____ postal code _____ ,
declares under oath or promise, for the purpose of being hired as permanent staff,
according to the labour legislation of the United Kingdom, with the category of Technician in
Early Years Education, in the Spanish Institute Vicente Cañada Blanch:

- That, in accordance with Spanish regulations on access to public employment, he/she has not been dismissed by means of disciplinary proceedings from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor is he/she disqualified from public employment or posts by judicial decision, or from exercising functions similar to those he/she performed in the case of employment personnel, in which he/she has been dismissed or disqualified.
- That you are not disqualified or in an equivalent situation, nor have you been subjected to a disciplinary or equivalent sanction which in the United Kingdom or in your country of nationality, in the same or similar terms, prevents you from access to public employment.

At _____ , of _____ 2024

Signature:



ANNEX VI

Mr. / Mrs. _____ ,
with identity card number _____ and address at _____ ,
street _____ , number _____ postal code _____ ,
declares under oath or promises, for the purpose of being hired as permanent staff, with the
category of Early Years Education Technician, in the Spanish Institute Vicente Cañada Blanch,
that he/she does not suffer from any illness or physical or mental limitations incompatible
with the normal performance of the corresponding tasks or functions.

At _____ , of _____ 2024

Signature:



ANNEX VII

Mr/Mrs.

with DNI/NIE of nationality or nationalities
for the purpose of being hired as permanent staff, with the
category of Technician in Early Years Education, in the Spanish Institute Vicente
Cañada, and address, for the purpose of notifications, at

Telephone E-mail address

For the purposes of complying with the provisions of Law 26/2015, of 28 July, on the
modification of the child and adolescent protection system and Law 45/2015 on
volunteering to work with minors,

- I AUTHORISE the corresponding personnel unit of the Ministry of Education,
Vocational Training and Sports to consult the Central Register of Sex Offenders on
my behalf and I CONSENT to access the databases of the General State
Administration, with a guarantee of confidentiality.

At.....a..... of.....of 2024

SIGNATURE