



## ST IVO SCHOOL

# Recruitment/Selection Procedure and Policy

Approved: November 2017, Governors Personnel Committee

Next review due: November 2019

### 1. Introduction

- 1.1. The Governing Body is **committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality and Diversity policy.
- 1.3. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.5. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement, contained in the application forms, provides specific details in accordance with the GDPR principles. Our general Privacy Statement can be found in our Data Policy.

### 2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The power to offer employment for all posts below the level of Assistant Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2. The Headteacher is responsible for the constitution of all selection panels. At least one governor must be involved in the appointment of all managers and TLR holders.
- 2.3. Selection panels will normally comprise three people (five for Deputy Headteacher appointments). For non teaching appointments at or below point 21 of the NJC scale, a member of the Senior Leadership Team (SLT) may appoint together with only one other member of staff or governor. In accordance with the statutory requirement, every selection panel will have at least one member who holds a current Level 3 Safer Recruitment Training certificate.

### 3. Advertising

- 3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

### 4. Information for Applicants

All applicants for all vacant posts will be provided with:

- 4.1. A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School. A person specification may also be provided.
- 4.2. An application form. CVs will not be accepted.
- 4.3. An Information pack containing:
  - A description of the School relevant to the vacant post.
  - Reference to the School's policy on Equality and Diversity.
  - Reference to the Child Protection/Safeguarding Policy.
  - DBS and other pre-employment checks required.
  - A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
  - The closing date for the receipt of applications.
  - An outline of the terms of employment including salary.
  - Reference to the School's policy on recruitment and selection.

### 5. Short Listing and Reference Requests

- 5.1. For all posts outside of the senior leadership team (SLT), short listing will be the responsibility of the Headteacher or the person he/she has delegated recruitment to for a particular post, for example another member of the SLT. For SLT posts, shortlisting will be the responsibility of the Headteacher and at least one governor from the selection panel.
- 5.2. Those shortlisting will use an agreed short listing form to select the candidates to be called for interview. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post.
- 5.3. The Headteacher will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will where possible be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.4. Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate.
  - Details of the applicant's current post and salary.
  - Performance history and conduct.
  - All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.
  - Details of any substantiated allegations or concerns relating to the safety and welfare of children.
  - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.5. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 5.6. If the field of applicants is felt to be weak the post may be re-advertised.

## 6. Interviews

- 6.1. The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:
- 6.1.1. Briefing:
- All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.2. The formal interview:
- Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- 6.2. The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the

recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## 7. Offer of Employment by the Selection Panel

7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks. A formal offer letter, signed by the Headteacher, will be sent to the successful candidate for all appointments.

## 8. Personnel File and Single Central Record

8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the School including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of 2
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, barred list and teacher prohibition checks
- Offer of employment letter and signed contract of employment

8.2. The School will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

## 9. Start of Employment and Induction

9.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken, this is at the discretion of the Headteacher. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2. All new employees will be provided with an induction programme which will cover all relevant matters of School policy but in particular safeguarding and promoting the welfare of children.