



IPSWCH SCHOOL

RECRUITMENT AND SELECTION POLICY

I INTRODUCTION

In this policy, the School recognises the need for fair, efficient and effective recruitment and selection of staff. The Policy aims to ensure that the methods comply with employment law, statutory guidance and with other School policies, whilst meeting the School's recruitment and retention needs and maintaining the most effective skills mix throughout the School.

Additionally, as part of the School's approach to safeguarding children, this policy follows the government recommendations on Safer Recruitment. All Senior Managers and the HR Manager complete the recommended Safer Recruitment training at regular intervals. The full recruitment and selection process includes preparation, efficient use of vacancy advertising, fair and objective selection, record-keeping and induction of new staff. All vacant posts are reviewed.

This policy covers all current employees and applicants for employment within the School.

2 EQUAL OPPORTUNITIES IN RECRUITMENT AND SELECTION

The School is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process, or in the terms and conditions offered to new employees or promoted employees.

All recruitment advertising aims to encourage applications from anyone who is suitably qualified and experienced and who is interested in working at the School. At the shortlisting stage, the monitoring process requires that a brief note, giving the reason for non-selection, is recorded for each applicant who is not invited for interview.

In interviews, the questioning of any candidate must avoid discrimination of any kind. The questions posed must be equally applicable to all candidates, except where they are based on a candidate's application or references. The questions are based on the skills, competencies and experience required for the post: questions put to any candidate must be comparable to those put to other candidates for the same post. All candidates, both internal and external, have rights of confidentiality and parity of process and treatment.

When interviewing is completed, reasons will be recorded to illustrate why an offer has been made (if one has) to the successful candidate, rather than any other suitable candidate: also illustrating, if appropriate, why a candidate was found unsuitable. Panel members must be prepared and able to justify their decisions if challenged. All application

forms and other relevant documentation will be retained securely for twelve months from the date of the interview.

3 JOB DESCRIPTION

If the decision to recruit is made, the job description is drawn up with input from the line manager, HR Manager, Headmaster and/or Bursar as applicable, to include all relevant information.

4 ADVERTISING VACANCIES

All vacancies are usually advertised internally in the School. In addition, the senior manager responsible for the post liaises with the HR Manager/Headmaster/Bursar in order to place external advertisement(s). An information pack will be provided for all applicants, which will include a job description, a person specification if applicable, information on safeguarding and the School's recruitment process, a standard application form and other relevant and interesting information about the School and the post.

For the Headmaster and Bursar, the appointment is managed and made by the Governing Body. Except for the appointment of a new Headmaster, the Governing Body includes the Headmaster in the shortlisting and interview panel.

For all other posts, the appointment is managed and made by the Headmaster or nominated member of staff on behalf of the Governing Body as the employers.

5 INTERNAL CANDIDATES

Internal candidates are treated in the same manner as external candidates; it is their responsibility to ensure their application contains all relevant information and at interview they answer the questions fully, rather than relying on reputation. Internal candidates may request feedback from their interview, which will be based on their own application, and given as soon as practicable after the decision.

6 INTERVIEW PANEL

The panel consists of at least two people, one of whom is the manager responsible for the post. One member of the panel should have appropriate Safeguarding Children training. Other persons whose specialist knowledge is useful in the selection process may be involved, e.g. to observe a demonstration lesson or other skills test.

Note: No medical questions should be asked at interview stage. Any pre-employment medicals/reports can only be obtained once an offer of employment has been made and accepted.

7 INTERVIEW RECORDS

Written records detailing the process adopted and the reasons for the actual outcome are maintained confidentially for twelve months from the date of the interviews.

The new member(s) of staff is welcomed and given the necessary induction training to enable them to fulfil their role effectively. Any initial professional training that has been agreed at interview will be provided as soon as is reasonably practicable.

8 PRE-EMPLOYMENT CHECKS

The following checks will be carried out for all successful applicants:

- verification of identification in line with DBS guidelines and procedures;
- verification of the applicant's right to work in the UK;
- verification of professional qualifications;
- verification/satisfactory explanation of any gaps in employment history;
- verification of overseas criminal record checks (as appropriate) to cover periods of living/working abroad;
- verification (by self declaration on the application form for employment) that there is no known medical reason which would prevent the applicant from carrying out the essential duties of the position; and consideration of the need for any special adjustments or adaptations so the applicant could carry out the essential duties of the position;
- at interview the appropriately trained member of staff will confirm that they have no concerns (based on the questions answered, conversation and application form/references received), that the applicant has the ability to support the School's Safeguarding Policy.
- verification of any prohibitions from teaching and management (of Schools).

References

Two reference requests are sent, unless candidates have clearly indicated that they do not wish referees to be approached prior to interview. *Note: there must be exceptional circumstances for the School not to request references prior to interview, or prior to an offer of employment being made.* Having the reference responses prior to interview allows us to discuss the content with applicants, and this ensures best practice is observed in relation to Safer Recruitment.

The nominated member of staff considers the references to ascertain whether there are any issues that need to be discussed with a potential employee to ensure a fair and effective appointment. The School may contact any previous employer (particularly where past employment has involved working with children), to ensure that appropriate enquiries are made to prevent unsuitable people from working with young people. Both reference replies must be received, verified and found to be acceptable before employment commences.

Safeguarding

The School adopts recruitment procedures that help deter, reject or identify people who might abuse children. The School carries out checks of potential employees' criminal records (via the Disclosure and Barring Service) and by asking applicants to obtain overseas criminal record checks (if appropriate). The School checks the Barred List and (DofE) Prohibition Order checks, including prohibition from teaching in the UK and EEA and prohibition from the management of Schools (as appropriate), for all successful applicants.

9 OFFER OF EMPLOYMENT

Once a decision is taken to appoint a candidate, a conditional offer is made subject to receipt of:

- satisfactory medical report (from the School's Occupational Health Practitioner following receipt of a completed health questionnaire and appointment as required)
- satisfactory enhanced *Disclosure* from the Disclosure and Barring Service (and receipt of overseas criminal record checks, if required).
- we will obtain a separate barred list check if an individual will start work in regulated activity before the DBS *disclosure* certificate is available. A risk assessment will be completed and authorised by the Headmaster in these circumstances, and the risk assessment will be reviewed regularly pending receipt of the *disclosure* certificate.
- original qualification certificates if applicable;
- two satisfactory written, verified references;
- evidence of entitlement to work in the UK.

A confirmed and written offer is made after receipt of these and any other conditions for appointment have been met. This is effectively a proposal to enter into a contract of employment. All important terms and conditions must be explained and agreed before commencement of employment.

Details of pre-employment checks completed will be entered on the School's SCR (Single Central Register).

10 RECORDS

The School will retain data and documents in line with its Privacy Policy, Data Protection Policy and Retention Policy.

Revised October 2018