



## **Staff Recruitment Policy**

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## 1. INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means the School.
- 1.2 We are committed to safeguarding and promoting the welfare of children and young people, and require all staff and volunteers to demonstrate this commitment in every aspect of their work. We regard our staff as our most important asset. Our policy is to ensure an adequate supply of suitably qualified and experienced staff to meet our human resource requirements and to deliver the Development Plan.
- 1.3 We are committed to ensuring all recruitment activity is conducted in line with the Equality Act 2010. The appointment of all our employees will be made on merit and in accordance with the provisions of Employment Law and other statutory guidance issued by the government relevant to academies, paying regard to ensure that children are kept safe.
- 1.4 All employees will be selected, trained and promoted based on ability, the requirements of the job and other similar criteria that are as objective as possible. The only exception will be by virtue of legislation or a Genuine Occupational Requirement. 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.
- 1.5 The procedure for the appointment of the Headteacher differs from that of other staff as outlined in Section 8 of this policy.
- 1.6 All applications will be processed in line with the General Data Protection Regulations.

## 2. DELEGATION OF APPOINTMENTS

- 2.1 The School delegates all staff appointments to the Headteacher. The Headteacher is expected to involve at least one Governor in Senior Leadership appointments; for other appointments this will be at the discretion of the Headteacher.
- 2.2 The Headteacher may not delegate the final decision of appointment to any other senior manager or governors.

## 3. VACANCIES

- 3.1 In the event that the School Resources Committee, in consultation with the Headteacher, decides to make a new appointment of a Deputy Headteacher, the Resources Committee will agree the job description and person specification for the post.

- 3.2 The Headteacher is responsible for ensuring all other job descriptions and person specifications for vacancies reflect the role being advertised and any contractual, statutory or School policies.
- 3.3 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to all.
- 3.4 We may decide to appoint internally after advertising at the School. In cases of internal advertisement, the details will be emailed to all staff giving at least 5 working days for applications to be made.

#### 4. INFORMATION FOR APPLICANTS

- 4.1 All applicants for all vacant posts advertised internally or externally will be provided with:
- A job description outlining the duties of the post and an indication of where the post fits into our organisational structure.
  - A person specification indicating the qualifications, skills and types of experience or expertise which we regard as essential or desirable in relation to the job.
  - An application form.
  - Information about us and other general information regarding the post.
  - Equal Opportunities Form.
  - Relevant Keeping Children Safe in Education and safeguarding legislation and guidance.
- 4.2 All applicants are asked at the advertisement stage whether they need any reasonable adjustments (often referred to as access requirements) for any part of the recruitment process.
- #### 5. SHORTLISTING
- 5.1 For all posts shortlisting will be the responsibility of the Headteacher in conjunction with the leadership team.
- 5.2 The Headteacher will take up two references on each shortlisted candidate. For teaching posts the references will, where appropriate, include the applicant's current Headteacher.
- 5.3 References shall be taken up by the person delegated to receive the application. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to safeguarding.
- 5.4 Shortlisting will be based only on objective information. The job description and the person specification will be used to set the criteria and standards for inclusion on the longlist and for reducing this to the shortlist of candidates to be invited for interview.

5.5 The criteria for selection will be consistently applied to all applicants.

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 but the following will be adhered to:

6.1.1 All candidates will be given information about us to enable the candidate to make further enquiries about the advertised job.

6.1.2 The questions asked and tasks set will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification; each candidate will be assessed against all the criteria for the post. The same areas of questioning or task will be asked of each applicant and no questions which would discriminate directly or indirectly, as outlined in paragraph 1.3, will be asked. The interview will also deal with the issues of safeguarding through appropriate questioning.

6.1.3 Before the interviews, the Headteacher will decide a procedure for evaluating the candidates at the end of the process. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected.

6.1.4 All interview notes for unsuccessful candidates will be retained for six months, with permission from the applicant; after that time they will be destroyed.

6.1.5 Interview notes for successful candidates will be retained on the employee's HR file.

6.1.6 The Headteacher will decide the structure of the interview beforehand, determining which area each interviewer or task will cover and the approximate time allocation.

6.1.7 All UK employers have a duty to prevent illegal working and as such must conduct document checks to ensure that all candidates have a right to work in the UK. All shortlisted applicants will therefore be asked to bring to their interview proof of their right to work in the UK

## 7. OFFER OF APPOINTMENT

7.1 The offer of appointment by the selection panel is binding on both parties subject to the following pre-employment checks:

- staff qualification requirements;
- satisfactory enhanced Disclosure and Barring Service (DBS) check and;
- For staff appointed on or after 2 September 2013, confirmation that the person is not subject to a prohibition order or interim prohibition order (in accordance with The School Staffing (England) (Amendment) Regulations 2013);
- satisfactory medical checks;
- satisfactory references;
- entitlement to work in the United Kingdom.

7.2 Childcare (Disqualification) Regulations 2009 - Where applicants are applying to work within the Primary school setting which provide care for pupils under the age of 8, we will conduct a check to confirm whether staff and volunteers working (or managing) in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

## 8. THE SELECTION AND APPOINTMENT OF THE HEADTEACHER

The Board of Governors will appoint a Selection Panel of at least three Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel.

8.1 The Selection Panel will determine the job description, salary range, incentives and interview process for approval by the School Governors.

8.2 If the need arises, the Selection Panel will appoint an Interim Headteacher for a maximum period of 12 months. If an interim appointment is to be made to an acting position, the Selection Panel will seek to do so by secondment from the existing Senior Leadership Team and will seek advice from our HR advisors on the contracting of such a secondment.

8.3 The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. All applicants will receive the same information regarding the post and application process.

8.4 The selection panel shall shortlist such applicants for the post as they think fit.

8.5 If it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the Selection Panel will need to be approved by a meeting of the Governing Body, which must be quorate.

8.6 If the Board of Governors approves the recommended candidate for appointment, the applicant will be offered the appointment subject to staff qualification requirement, medical, DBS check and references.

8.7 If the Selection Panel cannot agree or the Governing Body does not approve the recommendation, then the Governors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.

**9. SINGLE CENTRAL RECORD**

9.1 It is a statutory requirement that all schools keep and maintain a single central record of recruitment and vetting checks covering all employed staff, supply staff and others identified by the school as having regular contact with children. The record must show whether the checks have been completed, the dates when each item was completed and who evidenced or carried out the check.