



GREAT WALSTEAD
SCHOOL

Recruitment and Selection of Staff Procedure

Purpose

This document should be read in conjunction with the School's Recruitment, Selection and Disclosure Policy. It sets out the School's Recruitment and Selection of Staff procedure, and is applicable to the recruitment and selection of all employees engaged to provide services for the School, irrespective of whether such a contract is of a temporary, fixed term, or permanent duration.

Responsibility

The recruitment and selection procedure is the responsibility of line managers, in conjunction with the Head, Bursar and Human Resources Director.

Recruitment procedure

Approval to recruit

A line manager who wishes to recruit must first obtain approval from the Head and Bursar by completing an Authorisation to Recruit form. Where recruitment is to fill a vacancy created by a leaver on a like-for-like basis, approval will normally be granted as a matter of course. However, if the line manager wishes to create a new post, a motivation for this must be presented to the Head and Bursar for discussion and agreement by the Senior Leadership Team (SLT). Approval may also be required by the governing Finance Group if the post increases staff costs beyond budget.

Job Description and Person Specification

Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description for the post and person specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the person specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job. The job description should also include the School's safeguarding statement and the need for an enhanced DBS check.

Advertising

The Head, Bursar and Human Resources Director will decide whether and when a post will be advertised externally or an employment agency used.

Vacancies will normally be advertised internally (by email/posting on notice boards/website) if they are of a 'permanent' nature, as distinct from short term or temporary when a decision may be made to waive an internal advertisement. Existing employees are encouraged to apply for vacant posts if they have the requisite skills, qualifications and experience.

The School's safeguarding statement should be included in all job advertisements.

Application Form

Applicants should complete an application form in full as an important part of the selection process, enabling selection panels to receive consistent information from applicants. CVs alone are not acceptable.

Selection Team/Panel

When a position becomes vacant a Selection team will be formed to ensure a fair and consistent process is followed which will include the Human Resources Director. At least one member of the team should have undertaken safer recruitment training. The Selection Panel will normally consist of:

For the recruitment of Academic Staff

The Headmaster assisted by the Deputy Head and/or Director of Studies, HR Director and the appropriate Head of Department/Section.

For the recruitment of Support Staff

The Bursar or Human Resources Director and the appropriate Head of Department/Section.

For the appointment of the Head and Bursar

The Board of Governors will all be involved.

For the appointment of other members of the Leadership Team or middle management appointments (academic and support staff)

At least one governor will form part of the recruitment team.

Shortlisting

Application forms received will be carefully read and considered independently by members of the Recruitment Selection Panel and a shortlist drawn up. A selection criteria grid, based on the job description and person specification, should be used when shortlisting and interviewing candidates.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Interview

Teaching staff

HR will co-ordinate all teaching interviews and will liaise directly with the Recruitment Selection Panel and the applicants short-listed.

Support staff

Human Resources will co-ordinate all support staff interviews with the Recruitment Selection Panel and the shortlisted applicants.

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. There will always be interview questions covering awareness of safeguarding, promoting British values and

supporting the Christian Ethos. Records of recruitment interviews should be made and passed to the Human Resources Director to be retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview. Where possible all candidates who have been selected for interview will meet the Head.

Appropriate notes taken at interview should be dated and kept on file.

Vetting Checks

References

A minimum of two references must be provided (preferably two professional references from previous employers or if this is not possible at least one professional and one personal). These will be obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies will be followed up. References will be verified for the successful candidate.

Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. The interview panel must question applicants in the event that there are employment gaps on the application form during the interview.

Safeguarding

All successful applicants must certify and agree that they understand the implications and details of the Children Act 2004.

Identity Checks

All applicants should bring proof of identity to their interviews. Acceptable proofs of identity include birth certificate, driving licence or passport combined with evidence of proof of current address. Successful applicants who do not provide these documents at interview must do so before taking up appointment; appointments will be conditional on the School having sight of these original documents, copies of which will be kept on file.

DBS Disclosure/Barred List and Other Checks

An enhanced DBS disclosure is required for all new appointments to the School. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred. The DBS disclosure should be obtained before an individual starts work. The School will also undertake a Prohibition Check for teachers and will ask all new staff to complete a self-declaration that they do not fall under KCSIE guidelines for disqualification by association. Those employed in management roles will have an additional check for a section 128 direction.

In exceptional circumstances an individual may be allowed to commence employment pending receipt of the DBS disclosure providing:

- A Barred List check has been carried out.
- All necessary paperwork has been provided and checked.
- The individual is appropriately supervised at all times. Such supervision will take into consideration the nature of their duties and level of responsibility.
- A risk assessment has been completed and signed by the Headmaster.

Disqualification by Association

Great Walstead asks applicants who are applying to work in the early and later years provision and those who are directly concerned in the management of such provision to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

A Disqualification by Association Declaration is contained within our application form and this is required to be signed and dated by all applicants.

Medical Fitness

Once a conditional offer of employment has been made the School will require successful academic and support staff applicants to complete a medical questionnaire.

Qualification Requirements

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application. Applicants will be asked to produce original documents when attending interview, which will be copied and kept on file. Applicants who are unable to bring these to interview must do so before taking up appointment; alternatively the School may carry out a check with the awarding body.

Overseas checks

All new appointments where persons have lived outside the UK are subject to additional checks as deemed necessary. These checks will include criminal records information being sought from countries where the applicants have worked or lived. The person's right to work in the UK will also need to be verified. These checks must be complete before the individual commences work. All teaching staff who have lived outside the UK will have an EEA check using the Teachers Services System.

Conditional Offer of Appointment

An verbal or written offer of appointment which will make it clear that the offer is subject to satisfactory DBS disclosure and other required safeguarding checks, evidence of medical fitness for the intended role and satisfactory references.

Once all the necessary vetting checks have been obtained and deemed satisfactory, a formal appointment letter containing terms and conditions of employment will be generated by HR.

Reviewed by HR Director: October 2017
Next review date: October 2019