



The Recruitment Procedure Policy Document  
relating to Kendall C of E Primary School  
was approved by the Governing Body on  
18<sup>th</sup> July 2017

## Changes February 2017

The following sections have been updated. Throughout the document references to “Governing Body” have been changed to “Governing Board”.

3	Scope	Removal of specific reference to overseas workers (as these workers are covered by the existing categories listed)
5.1.2	Job description and Person Specification	Updated to refer to English fluency requirement
5.1.4	Recruitment Pack	Insertion of new Key Information Sheet
5.2	Advertising	Insertion of new wording relating to methods of advertising, advertising posts in Multi Academy Trusts and regarding agency and fixed term workers.
5.3.1	Application Form	New wording relating to applications from internal candidates
5.3.2	Recruitment Monitoring Form	Updated reference to Equality and Diversity Policy.
5.4.2	Requesting references	New wording regarding references for internal applicants
5.5.1	Interview expenses	Section removed.
5.5.1	Screening applicants using social media	New optional paragraph inserted.
5.6	Employment offer	Updated to include reference to contract amendment where applicable.
5.8.2	Personal file records	Updated to include reference to s128 directions checks
Appendix A	Recruitment & Selection Policy Statement	Paragraph 2 – updated wording relating to protected characteristics Paragraph 5 – new reference to s128 direction checks
Appendix B	Summary of recruitment procedure	Updated references to documents
Other Appendices	Other Appendices have been removed and can now be found on the website, under Recruitment then Guidance, Letters & Forms. Also included is a new Key Information sheet.	

# THE RECRUITMENT PROCEDURE

<b><u>CONTENTS</u></b>	<b><u>PAGE NO:</u></b>
1. Introduction .....	4
2. Policy Statement .....	4
3. Scope .....	4
4. Roles and Responsibilities .....	4
5. The Recruitment Procedure .....	5
5.1. Pre-advertisement .....	5
5.1.1 Identifying a vacancy .....	5
5.1.2 Job Descriptions/Person Specifications .....	5
5.1.3 Setting timescales .....	5
5.1.4 Recruitment pack .....	5
5.1.5 Visits.....	6
5.2. Advertising .....	6
5.3. Application.....	6
5.3.1 Application Form .....	6
5.3.2 Recruitment Monitoring Form .....	7
5.3.3 Acknowledgement .....	7
5.4. Shortlisting .....	7
5.4.1 Invitation to interview .....	7
5.4.2 Requesting references .....	7
5.5 Selection process .....	7
5.5.1 Screening applicants using social media (optional).....	8
5.6. Employment Offer .....	8
5.7. Induction and Probation .....	8
5.7.1 Induction.....	8
5.7.2 Probation.....	8
5.8 Record Retention/Data Protection.....	9
5.8.1 Selection Records .....	9
5.8.2 Personal File Records .....	9
6. Engaging Volunteers .....	9
6.1 Interviewing Volunteers .....	10
6.2 Application Forms.....	10
6.3 Role Profiles.....	10
7. Agency Staff and other workers .....	10
Appendix A – Recruitment & Selection Policy Statement .....	
Appendix B – Summary of Recruitment Procedure.....	14

# Recruitment Procedure

## 1. Introduction

This document sets out the recruitment and selection procedures which will be followed at the school.

## 2. Policy Statement

The Governing Body is committed to the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The School's full Recruitment & Selection Policy Statement is at **Appendix A**.

## 3. Scope

The relevant principles described in this procedure will be applied in relation to everyone who works in the school including:

- staff employed on a permanent basis,
- temporary and casual staff;
- unpaid volunteers (see Section 6);
- those engaged via external organisations such as supply agencies (see Section 7); and
- contractors and self-employed persons.

## 4. Roles and Responsibilities

4.1 It is the responsibility of the **Governing Board** to:

- ensure there are effective policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements;
- monitor compliance with those policies and procedures;
- elect members to sit on selection panel for the appointment of headteachers and deputy headteachers and other appointments as required;
- approve the appointment of head, and deputy head, teachers.

4.2 It is the responsibility of the **Headteacher, and other managers** involved in recruitment to:

- apply robust and effective recruitment and selection processes in accordance with this procedure;
- ensure that safer recruitment practices are in operation and that all appropriate checks are carried out on all staff, volunteers and others engaged to work;

### 4.3 Delegated Authority

The Governing Board has delegated authority to the Headteacher to make all staff appointments outside of the leadership group.

- 4.3.1 The Governing Board has delegated the appointment of Assistant Headteacher to the Headteacher.
- 4.3.2 The Governing Board has delegated the appointment of support staff who are member of the Leadership Team to the Headteacher.

Governors may be involved in staff appointments below leadership level but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers, but remains responsible for the decision to appoint.

At least one member of all selection panels will have undertaken Safer Recruitment Training.

## **5. The Recruitment Procedure**

Please see **Appendix B** for a flow chart summarising the procedure. Further key details are provided below.

### **5.1. Pre-advertisement**

#### **5.1.1 Identifying a vacancy**

Before any action is initiated, careful consideration will be given to the necessity of filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job. Where necessary, amendments to the role and staffing structure will be approved by the Governing Board.

#### **5.1.2 Job Descriptions/Person Specifications**

A job description and person specification will be drawn up for all posts. The job description will provide a framework of expectations and will define the purpose, scope and the principal duties and responsibilities of the role. The person specification will enable applicants to assess themselves for the job and provides a benchmark for judging suitability. All Job Descriptions and Person Specifications will clearly set out the extent of the relationships/contact with children and the degree of responsibility for children for each post. If a post is public facing and the successful applicant will be required to speak fluent English this will be set out in the job description and person specification.

The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

The salary for the job will be evaluated at this point and the actual salary range will be advertised.

#### **5.1.3 Setting timescales**

The length of the recruitment process will vary depending on the type of vacancy, the frequency of the desired publication, whether it is necessary to advertise both internally and externally and the length of the required notice periods.

#### **5.1.4 Recruitment pack**

The recruitment pack will vary according to the post but will consist, as a minimum, of:

- Application form
- Job Description
- Person Specification
- The Recruitment and Selection Policy statement

A Key Information sheet will be included where appropriate and the pack may also include other relevant information i.e. covering letter, prospectus etc.

### **5.1.5 Visits**

Informal discussions and visits prior to application are welcomed by prior arrangement.

## **5.2. Advertising**

The school will consider the most appropriate methods of advertising any vacant posts and the format for the advert. This may include advertising the post on professional social media sites in addition to other methods e.g. the school website and local/national publications.

To ensure equality of opportunity, all positions will be advertised to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, there may be circumstances where an internal advertisement may be considered appropriate. This will include where:

- clear career development and progression paths are being supported;
- there is a reasonable expectation that there are sufficient qualified and experienced internal candidates;
- the position is for additional responsibilities and not a vacant post;
- staff are at risk of redundancy

Headteacher and Deputy Headteacher posts will be advertised in the manner considered appropriate by the Governing Board. In order to ensure the widest possible field of candidates advertising will usually be national for these roles, unless there is a good reason not to do so.

All agency workers working at the school and employees working on fixed term contracts will be informed of any vacancies within the school.

## **5.3. Application**

### **5.3.1 Application Form**

A standard application form is used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form. Curriculum vitae's will not be accepted in isolation.

All parts of the application form must be completed and the form signed by the candidate. Incomplete application forms will not be accepted and will be returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or, in summary dismissal if the applicant has been selected

Internal applicants who wish to apply for a new post will be informed whether an application form must be completed or whether a letter of application is sufficient.

### **5.3.2 Recruitment Monitoring Information Form**

As part of the application process, individuals will be asked to complete a Recruitment Monitoring Information form. Completion of the form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality and diversity in recruitment. Completion of the form is voluntary.

The recruitment monitoring information does not form part of the selection process and will be detached from the application form prior to shortlisting.

The information provided will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

### **5.3.3 Acknowledgement**

Due to limited resources and the large number of applications often received, only shortlisted candidates will be notified of the outcome of their application.

## **5.4. Shortlisting**

Shortlisting will take place as soon as possible after the closing date. Shortlisting will be undertaken by the selection panel normally consisting of at least two individuals.

### **5.4.1 Invitation to interview**

Once the shortlist has been decided, the shortlisted candidates will be notified as soon as possible. Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow for pre-employment checks to take place and to allow candidates adequate time to prepare for their interview.

Full details of the selection process (i.e. details of the interview and any additional selection exercises) will be notified to the applicant in the invitation to interview letter. The Key Information sheet can be sent.

Every effort will be made to accommodate any special requirements necessary to enable candidates to participate in the process.

### **5.4.2 Requesting references**

References will be taken up on all short-listed candidates, including internal applicants, prior to interview.

For internal candidates at least one reference will be required to cover the applicant's suitability for the advertised role. This could be from a line manager/Head of Department or the Headteacher as appropriate.

## **5.5 Selection process**

The selection process will, as a minimum, consist of a face to face interview even where there is only one candidate and including for internal appointments and promotions and volunteers.

Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching.

The process will assess the merits of each candidate against the job requirements (i.e. job description and person specification), and explore their suitability to work with children.

Where a candidate has made a declaration of criminal convictions, these will be discussed as part of the selection process in accordance with the Recruitment & Selection Policy Statement.

Where the school setting and post are covered by the Childcare (Disqualification) Regulations, if an individual declares information on a Disqualification Declaration Form the school will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide

- a) to discontinue the recruitment process in respect of that candidate
- b) discuss the declaration with the individual at interview and decide whether the application can proceed.

### **5.5.1 Screening applicants using social media**

The school will notify potential applicants if it intends to screen candidates prior to interview by checking social media sites. This will be set out on the Key Information Sheet. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment. Any such screening will not be used in isolation and will be discussed with candidates at interview where necessary.

## **5.6. Employment Offer**

The choice of candidate will be determined by the majority view of the interview panel. The panel may identify a first and any reserve choice candidate(s).

The successful applicant will be advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre-employment checks. A firm offer cannot be made until all pre-employment checks have been completed.

Once all pre-employment checks have been satisfactorily received, a firm offer of employment will be made and the contract of employment (or a contract amendment as applicable) will be issued. The contract/contract amendment will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

If the preferred candidate does not accept the post, the panel will consider the option of contacting any reserve candidate(s). This will only be done where these candidates meet the criteria for the role.

Unsuccessful shortlisted candidates will be advised accordingly. All candidates can request feedback on their interview/selection.

## **5.7. Induction and Probation**

### **5.7.1 Induction**

All new employees, internally promoted staff and volunteers will be provided with an induction program, which will seek to ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs will be identified and supported appropriately.

Where applicable, Newly Qualified Teachers will be subject to the Statutory Induction Period.

### **5.7.2 Probation**

A probationary period applies to all newly appointed staff, except those Newly Qualified Teachers to whom the Teachers' Statutory Induction Period is applied.



- As a Voluntary Controlled school, a new employee is an employee who is new to the employment of the County Council. An employee moving between one Community or Controlled school and another will not be subject to a probationary period at the second school

See the Probation Procedure for more detail.

## **5.8 Record Retention/Data Protection**

### **5.8.1 Selection Records**

Interview notes on all applicants will be retained for a 6 month period, after which time, these records will be destroyed.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/Headteacher within 6 months from the date of interview.

### **5.8.2 Personal File Records**

For the successful candidate, the following information will be retained (where applicable) and will make up part of the employee's personal file:

- Application form
- SD2 (until DBS clearance is received, at which point SD2 should be removed and destroyed)
- Proof of identity
- Evidence of right to work in the UK and any supporting documents
- Proof of required qualifications
- Certificate of good conduct (if applicable)
- Completed pre-employment health declaration form (not full questionnaire if required)
- Evidence of medical clearance (from the Occupational Health Centre if required)
- DBS consent form (until DBS clearance is received, at which point form should be removed and destroyed)
- Evidence of the DBS check or online status check (not DBS Certificate)
- Evidence of DBS Children's Barred list check
- Evidence of ECC "Known to LADO" check (if applicable)
- Evidence of prohibition from teaching check
- Evidence of Completion of Statutory Induction (Teachers only where applicable)
- Evidence of s128 directions check
- Disqualification risk assessment form and any disqualification waiver documentation (where applicable)

Relevant evidence of pre-employment checks will be retained on volunteers, contractors and other workers as required by Statutory Guidance (Keeping Children Safe in Education).

## **6. Engaging Volunteers**

The school/ values the contribution that volunteers make to its community and recognises the positive impact they can have on pupils' learning, experiences and wellbeing.

Volunteers are seen by children as safe and trustworthy adults and the same high standards of safer recruitment principles and processes are applied to volunteers as are applied to paid staff.

## **6.1 Interviewing Volunteers**

Volunteers will be asked to have a discussion with the headteacher or other manager prior to commencing their role. This will not be a formal interview but will provide:

### The school with:

- an opportunity to explain the workings of the school and how volunteers fit into that;
- time to ask volunteers for the factual information needed to make a successful placement including any safeguard checks;
- the opportunity to explore their suitability to work with children, including their motivation to work with children and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

### The volunteer with:

- the opportunity to find out more about the nature of the work;
- information to decide how best they can make a contribution, using their skills and experience;
- how much time they want to commit.

## **6.2 Application Forms**

Volunteers will be asked to complete a basic application form. This provides the information necessary to undertake safeguard checks and to give a picture of the skills and experience the volunteers bring to maximise their contribution and the volunteers own fulfilment in the assigned activities.

## **6.3 Role Profiles**

Volunteers will be given clear and simple description of the roles and boundaries of the voluntary activity.

It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers will fulfil their commitment as agreed between themselves and the school- this includes consistent attendance and undertaking the agreed tasks. Volunteers may be asked to sign a voluntary agreement as clarification of the commitment they are making to the school/academy and visa versa.

## **7. Agency Staff and other workers**

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the school.

External bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the Single Central Record.

## **Appendix A**

### **Recruitment and Selection Policy Statement**

1. The Governing Board is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
  - receipt of satisfactory references\*
  - verification of identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children verification that you are not prohibited from teaching verification of medical fitness
  - verification of qualifications
  - verification of professional status where required e.g. QTS status
  - the production of evidence of the right to work in the UK
  - verification of successful completion of/exemption from statutory induction period
  - verification that you are not subject to any s128 directions preventing you from holding a management position within a school

- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

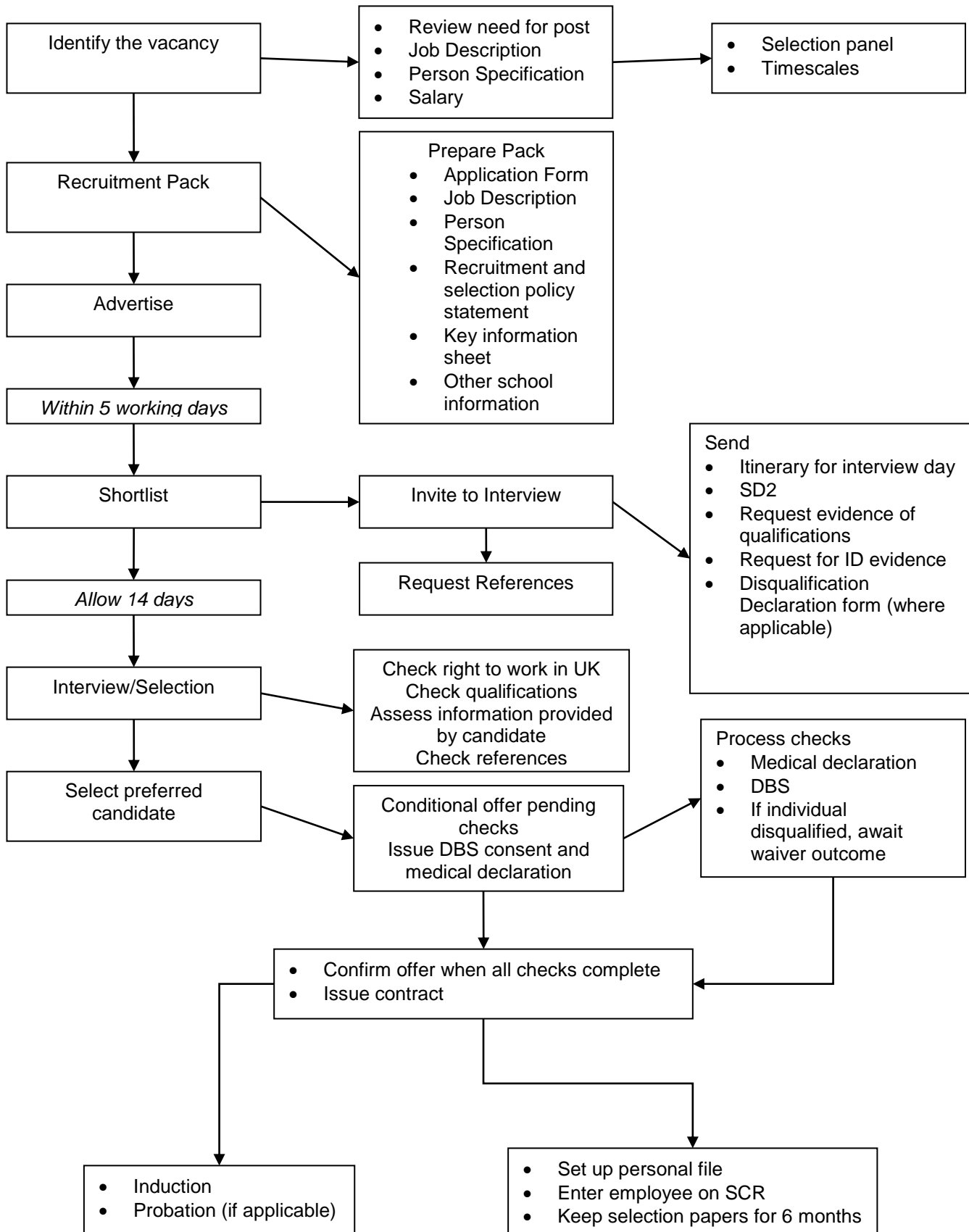
When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.

## Appendix B Summary of Recruitment Procedure



**This document is issued by:**

EES for Schools, Education HR service

You can contact us in the following ways:

**By telephone:**

033301 39810

**By email:**

[educationHR@EESforschools.org](mailto:educationHR@EESforschools.org)

**By post:**

EES for schools,  
Education HR,  
Seax House,  
Victoria Road South,  
Chelmsford,  
CM1 1QH

**Visit our website:**

[www.EESforschools.org](http://www.EESforschools.org)

Revised February 2017