



# Idsall Recruitment and Selection Policy

## Sponsorship & Review

### **1 Sponsor**

Mrs V Hulme, Business Manager

### **2 Date**

Nov 2015

### **3 Revision Date**

November 2017

## **RECRUITMENT AND SELECTION POLICY**

### **Policy Statement**

- 1.1 Idsall is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes recruitment of the highest quality staff and equality of opportunity.
- 1.2 Idsall is committed to equality, valuing diversity and working inclusively across all our activities and aims to have a workforce that represents a variety of backgrounds and cultures.
- 1.3 Recruitment should be treated as a key public relations exercise as the way it is managed affects Idsall's image, and consequently its ability to attract and appoint high calibre staff.
- 1.4 This policy has been designed to provide a flexible framework which promotes good practice and supports fully Idsall's strategic aims.
- 1.5 Guidelines which form the basis for the implementation of this policy have been designed to maximise flexibility to meet the needs of Idsall. For these reasons, while still ensuring that Idsall complies with relevant legislation, any significant variations in practice must be discussed with the Headteacher to minimise risk to the school.
- 1.6 Professional advice and support is available at all stages of the recruitment process from the Business Manager.

### **Scope**

- 2.1 This policy applies to the recruitment and selection of all staff to Idsall; paid staff, volunteers, agency staff and students.
- 2.2 All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The appointing manager is responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

### **Aims**

- 3.1 We aim to have a workforce that can provide the relevant knowledge, abilities and skills for our organisation.

### **The Purpose of this Policy**

- 4.1 To recruit the best possible people available to join our team.
- 4.2 To take all reasonable steps to prevent unsuitable people from joining our organisation.

- 4.3 To safeguard the children and young people in our school.
- 4.4 To recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination.
- 4.5 To ensure that recruitment and selection processes are consistent and transparent.
- 4.6 To do all we can to achieve and maintain a diverse team.
- 4.7 To ensure candidates are judged to be competent before we make them an offer of a job.
- 4.8 To ensure that new members of staff are given a proper induction and ongoing support and supervision.

### **General Principles**

- 5.1 All employees involved in the recruitment process, and in particular the Chairs of selection panels, should ensure that they are aware of their responsibilities under the relevant employment legislation. The Chair of the selection panel as a minimum must have completed the Safer Recruitment Training.
- 5.2 If a member of staff involved in the recruitment process has a close personal familial relationship with an applicant they must declare this as soon as they are aware of the individual's application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.
- 5.3 Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the requirements of the Data Protection Act.

### **Preparation Stage**

- 6.1 The recruitment and selection process should not commence until a full evaluation of the need for the role against Idsall's improvement plan and budget has been completed.
- 6.2 The recruitment of staff will take into account Idsall's need for new ideas and approaches and support our commitment to equality and diversity.

### **Sourcing Candidate/s**

- 7.1 As a minimum all vacancies will normally be advertised via email and on the staff notice board. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.

- 7.2 In extenuating circumstances the Headteacher may waive the need to advertise. This is likely to include the following circumstances:
- Where positions may provide alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise.
  - Where the Headteacher can demonstrate that a comprehensive search has been conducted and the nominated individual is the most suitable person for the position.
  - Positions requiring specialised expertise
- 7.3 In the circumstances outlined above, if the successful candidate is likely to require a work permit the Home Office right to work checklist must be followed and overseas police checks sought in line with DBS procedures.
- 7.4 Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national publications and websites and should adhere to Idsall' s visual identity. Internal and external advertisements should appear for a minimum of 7 days.
- 7.5 Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.
- 7.6 All advertisements must include a short statement on safeguarding checks and equal opportunities. Idsall may use an agency or external consultant to assist in recruiting staff where the vacancy is hard to fill.

### **Selection Process**

- 8.1 The selection process should be:
- Transparent;
  - Timely and cost effective;
  - Equitable;
  - Free from conflict of interest.
- 8.2 All recruitment will be based on agreed written job descriptions(JD) and person specifications(PS). Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed written selection criteria, based on relevant knowledge, skills, competencies, experience, and qualifications to perform the role as outlines in the JD/PS. All decisions must be recorded.
- 8.3 Shortlisting must be undertaken by at least two individuals who are involved in the interviewing process. Interviews should normally be conducted by the Headteacher or a designated senior member of staff, and one other person and all interviews for one post must be conducted by the same panel. The Chair of Governors/ Link Governor

will be involved in the selection process of any senior leadership appointments.

- 8.4 Any skills tests (e.g. presentations, data tasks) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any skills test when they are invited for interview and the selection process for teaching posts must include a presentation or demonstration of teaching skills.
- 8.5 Where required every effort must be made to make reasonable adjustments for candidates with disabilities. Advice can be sought from the Business Manager.
- 8.6 Interview questions must relate to the job requirements as exemplified in the job description and person spec and assess the candidates suitability for the position. The person spec and job description should be used as the basis for determining interview questions.
- 8.7 Interview questions must appear on an interview assessment form on which answers to questions must be recorded.
- 8.8 References should be taken between shortlisting and interview.
- 8.9 the choice of appointee will be determined by only members of the selection panel.

### **The Employment Contract**

- 9.1 At the end of the recruitment process all records must be retained in accordance with the School's retention guidelines.
- 9.2 Offers of employment are conditional upon receipt of two satisfactory references (one of which must be the current or most recent employer), proof of identity, medical assessment, proof of qualifications, evidence of right to work in the UK and a DBS check.
- 9.3 Fixed term contracts should be used with caution and in line with the Fixed Term Workers (Prevention of Less Favourable Treatment) Regulations Act 2002. Advice can be sought from the Business Manager.

### **Responsibilities**

- 10.1 Governors
  - Creation of new positions and replacement positions for Governors.
  - Creation of new positions and replacement positions for Headteacher.
  - Approval of salary level for Head and Senior Leadership teams.

### **10.2 Chair of Governors, Headteacher and Governors**

- Creation of new positions and replacement positions for the School's leadership team.
- Approval to appoint candidates to Leadership teams.
- Approve salary level for all appointments, taking account of equal pay considerations.

### **10.3 Leadership Team**

- Creation of new positions and replacement positions in relation to their area of responsibility.
- Approval to appoint candidates.

### **10.4 Chair of Selection Panel**

- Ensure the selection process is transparent and equitable.
- Managing the interview.
- Conveying the verbal offer to preferred candidate.
- Providing feedback to applicants.
- Providing a record of all stages of the recruitment process, including the reasons for selecting/rejecting each candidate.

### **10.5 Human Resources**

- Providing professional HR advice, including advising on the grading of positions, equal pay issues and the content of the job description, person spec and advertisements.
- On-going improvements to the recruitment process and supporting policies and advisory documentation.

### **Monitoring and Review of Policy**

11.1 Regular reports on trends and statistics relation to recruitment and appointments will be provided to the Governing Body.

11.2 This policy will be renewed every two years.









