



Queen's Croft High School

RECRUITMENT AND SELECTION POLICY

Prepared by: Jackie Hesslegrave, Business Manager
Checked by: Peter Hawksworth, Headteacher
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POLICY STATEMENT

The County Council is an employer of all staff at Queens Croft High School abides by all legislation relating to the recruitment of staff.

The County Council and Queen's Croft High School is committed to:

- improving performance by recruiting and selecting the best people. It aims to attract potential employees who have the relevant knowledge, skills, qualifications, experience, behaviours and talent to make a positive and innovative contribution.
- safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- the principles of equal opportunities in the recruitment and selection of staff and promotes fair treatment.

WHO THE POLICY COVERS

This policy applies to the recruitment and selection of all employees and potential employees.

The County Council commends the principles set out in this policy for adoption by the governing body to apply to the recruitment of school staff.

PURPOSE

The purpose of this recruitment and selection policy is to ensure that the best candidates are recruited on the basis of their ability and potential to support the delivery of our school strategy:

- Based on performance and capability;
- Through a process that supports our values and behaviours;
- With regard to value for money;
- In an equal and inclusive way that complies with employment and equality legislation and good practice.

Accordingly, this policy will ensure that:

- a fair, open, transparent and consistent approach is taken to all aspects of recruitment;
- selection is valid and justifiable and based on an individual's relevant skills and experience;
- current employment legislation is adhered to, to safeguard individuals' right to fairness and equality of opportunity in conjunction with the needs and values of the school.

POLICY PRINCIPLES

This policy has been developed in line with the appropriate National Conditions of service for employees of the County Council.

The County Council recognises its statutory duty under all relevant employment legislation and is committed to meeting them.

All recruitment and selection decisions must be equitable and fair and taken on the basis of the applicant's competence or ability assessed against the person specification for the post.

The selection criteria must be consistent and objective and communicated at the outset of the process. They must be adhered to throughout each stage of the recruitment and selection process.

All appointments must be made on skills and experience (a requirement of the Local Government & Housing Act 1989) – the candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Any member of staff involved in the selection of staff must have received the appropriate training and comply with the requirements of this policy.

Those responsible for recruitment in school must ensure they are equipped with the necessary skills including safer recruitment training for undertaking recruitment in line with this policy framework.

All external appointments into school support roles will be made on the minimum spinal column point of the assigned grade. Any exceptions to this require a business case.

Teaching posts will be paid in accordance with the Whole School Pay policy.

The school does not make payment for interview expenses.

PRE-EMPLOYMENT VETTING

All pre-employment checks for new starters must be completed and deemed satisfactory before the successful candidate commences in their role.

There must be compliance with safer recruitment procedures and processes. Those responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.

The table below details the checks that need to be satisfactorily completed before starting in role, for both internal and external candidates.

	Standard role		Safeguarding role		Specialist role (1)	
	Internal candidate	External candidate	Internal candidate	External candidate	Internal Candidate	External Candidate
Pre - employment check						
Employment references	No	Yes 5 years	Yes 5 years	Yes 5 years	No	Yes 5 years
Right to work in the UK (2)	No	Yes	No	Yes	No	Yes
DBS check	Yes (4)	Yes (4)				
Proof of address (2)	No	Yes	No	Yes	No	Yes
Qualifications (3)	Yes	Yes	Yes	Yes	Yes	Yes
Medical clearance	No	No	No	No	Yes	Yes

In addition to the above all paid employees at Queen's Croft High School require the following

Enhanced DBS check	Yes	Yes	Yes	Yes	Yes	Yes
Barred list check	Yes	Yes	Yes	Yes	Yes	Yes

In addition all teaching staff require the following

Prohibition order check	Yes	Yes	Yes	Yes	Yes	Yes
EEA check for those Teachers who have lived or worked outside the UK	Yes	Yes	Yes	Yes	Yes	Yes

Notes for generic County Council roles

- (1) role where medical clearance is specifically required as a condition of service: school crossing patrol, ranger, bus driver
- (2) proof of address cannot be from the same source as "right to work" documentation
- (3) relevant to the role, as set out in the person specification
- (4) eligible roles only, that involve working with children, young people or vulnerable adults

SAFER RECRUITMENT

The County Council has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children and vulnerable adults are safe, and that the authority meets its statutory obligations as detailed in the Department for Education statutory guidance.

As set out in the Department for Education statutory guidance, schools must keep a single central record, which must cover the following:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school;
- for independent schools, including academies and free schools, all members of the proprietor body.

The County Council is responsible for carrying out checks on employees seeking to work with children or vulnerable adults (or where their work may bring them into contact with either of these groups). These checks will be made in accordance with the Rehabilitation of Offenders Act 1974 (as amended), and with the Disclosure and Barring Service as appropriate.

For those areas that are subject to Ofsted inspection, evidence of appropriate training will be assessed. At least one selection panel member must have completed this training.

EQUALITY

As an employer, the County Council is committed to ensuring that it provides equality of opportunity to all in employment. Through its recruitment and selection policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- Ensuring recruitment and selection procedures are fair and equitable;
- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts;
- Interviewing all applicants with disabilities who meet the essential criteria of the post in line with the County Council's accreditation of the Job Centre Plus 'Two Ticks' symbol;
- Ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis.

Full details of the County Council's commitment to promoting equal opportunities can be found in the Equality policy.

REDEPLOYMENT

Employees in a redeployment situation will be considered against suitable vacancies. All applicants who meet the essential criteria for the post (as set out in the person specification) will be offered an interview.

RESPONSIBILITIES

The individual within the business unit or school who is responsible for carrying out the recruitment process i.e. the “hiring manager” and the payroll resourcing team are responsible for different elements of the recruitment process.

The “hiring manager” will be the governing body or whoever the governing body choose to delegate this authority to e.g. the Headteacher.

There are many trade unions recognised within the County Council who can assist and offer support with this process to their members.

CROSS REFERENCES

This policy should be read in conjunction with the following policies and processes:

- Criminal records checking (DBS) policy and procedures
- Safeguarding process
- Recruitment procedures.