



Holy Trinity CE Primary School and Nursery

Recruitment and Selection Procedure (A Framework for Schools)

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Recruitment and Selection Procedure – (A Framework for Schools)

1 Introduction

- 1.1 Employees are a school's most important resource. In serving the needs of its pupils, the school can only be as effective as the people it employs.
- 1.2 Successful and thorough recruitment and selection has a fundamental role to play in ensuring the people with the right combination of knowledge, competencies and personal attributes are appointed.
- 1.3 Under section 175 of the Education Act 2002, Governing Bodies of maintained schools need to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. It is vital that schools adopt recruitment and selection procedures that help deter, reject or identify people who might abuse children or are otherwise unsuited to work with them, in order to safeguard children.

2 Scope

- 2.1 This procedure is recommended to Governing Bodies for adoption by all schools.
- 2.2 It is vital that measures described in this guidance are applied thoroughly whenever someone is recruited to work in a school. Those are not only people who regularly come into contact with children or are responsible for children, but who regularly work in a setting where nevertheless, they will be seen as safe and trustworthy because of their regular presence.
- 2.3 **The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a school's decision not to follow this recommended policy or procedure, where it is found that the school's Governing Body has been negligent or has acted in an unfair or discriminatory manner.**

3 The Policy

- 3.1 This policy and procedure has been designed to provide detailed guidance to schools to develop and maintain high standards of professional and effective recruitment practice.
- 3.2 The policy guides schools in planning, monitoring and carefully undertaking recruitment.
- 3.3 Holy Trinity CE Primary School and Community Nursery is committed to safeguarding and promoting the welfare of children and young people in its recruitment practice and expects all school based employees and volunteers to share this commitment.
- 3.4 Good practice and equality of opportunity are integral to Holy Trinity CE Primary School and Community Nursery recruitment and selection processes. Recruitment and selection in Holy Trinity CE Primary School and Community Nursery shall be approached in a fair, consistent, equitable, transparent and effective manner, with due regard for Equal Opportunities legislation.
- 3.5 In cases of redundancy and redeployment, alternative recruitment practices will apply.

4 Guiding principles

- 4.1 Guiding principles, which reflect good employment practice and appropriate employment legislation, are the minimum principles established by the County Council, in consultation with Headteachers and the recognised Trade Unions and Professional Associations. These principles must be observed in recruitment and selection in schools.

- 4.2 These principles are highlighted as key steps in the following procedure summary.
- 4.3 These principles should be viewed as minimum 'must dos' designed to assist schools in making sound, informed employment decisions. The standards ensure measures to safeguard children.
- 4.4 Schools may introduce further standards, providing they do not conflict with these essential requirements.

5 Responsibilities

- 5.1 The Headteacher and the Holy Trinity CE Primary School and Community Nursery Governing Body will be responsible for the management and implementation of this policy.
- 5.2 They will ensure that managers involved in recruitment and selection in Holy Trinity CE Primary School and Community Nursery are aware of their responsibilities within this policy.
- 5.3 The Local Authority will be responsible for ensuring that the policy continues to reflect the requirements of employment legislation and good practice. The Local Authority will advise schools accordingly.

Recruitment & Selection Procedure Summary

STEP 1: ESTABLISH THE VACANCY NEED

- The Headteacher should establish whether the vacancy must be filled and if so the nature of the work that will be undertaken. **(Appendix 1)**
- The cost implications on the school's budget will be a consideration as will any changes in workload that are foreseen or any plans for restructuring posts and or work allocation.

STEP 2: PREPARE THE JOB DESCRIPTION AND PERSON SPECIFICATION

- A job description **(Appendix 2)** should be made available for each vacancy, outlining the job purpose and principal duties and responsibilities. The pay range for the post must be established at this stage ensuring that the pay range reflects the level and responsibility of the post.
- Every job description should make reference to the employee's responsibility for safeguarding and promoting the welfare of children.
- Job descriptions for non teaching employees can be accessed via the schools' JE portfolio. If you cannot find a suitable job description within the portfolio and wish to create a new job description please discuss this with the ER team before advertising the position.
- A person specification **(Appendix 3)** should be drawn up for each vacancy, outlining the essential qualities (ie: skills, qualifications, experience and personal attributes) required in the post. The person specification should include specific reference to the suitability of the person to work with children and the degree of responsibility they will have for children in the particular role.

STEP 3: PLAN THE RECRUITMENT TIMETABLE

- Every appointment should be carefully planned and a clear, realistic timetable produced covering each stage of the recruitment process. Ensure enough time is allowed for each stage, incorporating adequate time for potential candidates to serve notice in existing employment.
- Within each stage of the timetable, the following should be included:
 - The methods to be used in the selection process (e.g. psychometric testing, group exercises, lesson observations etc)
 - Who will be involved at each stage of the process and what their responsibilities will be (book the necessary times, dates, room locations in their diary for shortlisting, interview planning, ensure at least one person on the interview panel has successfully completed safer recruitment training, testing and interviews etc)

STEP 4: ADVERTISE THE VACANCY

- Vacancies should be advertised in appropriate media allowing adequate time for its publication.
- Headteacher and deputy headteacher vacancies should be advertised in National Press unless there is a good reason that has been agreed with the LA as to why not (eg a restructure)
- The content of the advertisement should include:-
 - An appropriate headline (eg job title and location)
 - A brief summary of the role and person specification
 - The rewards (eg pay and other benefits e.g. TLR or SEN)
 - Terms and conditions (eg teachers or non teaching pay and conditions, part time, status etc)
 - If the post is fixed term, include reason and duration of the fixed term period (see Appendix 18b for a list of suitable reasons for a fixed term contract)
 - The action necessary to respond
 - The closing date for applications
 - The County Council's equal opportunities statement
 - **Safeguarding of Children statement**
 - The disability 'two tick' symbol (optional)
 - The date the interviews will be held

Step 5: PROVIDE A JOB INFORMATION PACK & CONFIRM ARRANGEMENTS FOR SELECTION PROCESS

- On receipt of application requests, the school should issue a job information pack. **(Appendix 7)**
 - The nature of the post to be filled will determine the precise information to be sent. As a minimum the following is recommended:
 - Application form **(Appendix 8a or 8b)**
 - Job description **(Appendix 2)**
 - Person specification **(Appendix 3)**
 - Criminal Records Declaration Form **(Appendix B CRC Policy)**
 - Appropriate information about the school
 - Statement of the school's child protection policy
 - Statement of the terms & conditions relating to the post
- NB: if advertising on line please ensure you send attachments electronically so they can be linked to the advert.**

Step 6: SHORTLIST CANDIDATES

- Each applicant should be individually assessed against the criteria specified in the person specification
- Decisions should not be based on assumptions or generalisations about particular groups or categories of people. Care should be taken not to discriminate unfairly in any short listing decision.
- Shortlisting should be carried out by a minimum of 2 people (as nominated by the Chair of the interview panel who may themselves be involved), maintaining a gender balance where practicable.
- Generally, all candidates who meet the essential criteria should be shortlisted for interview unless large numbers are involved, when it may be necessary to shortlist against both essential and desirable criteria in order to produce a suitable final shortlist. **(Appendix 10)**
- Once the shortlisting has been completed, those candidates selected for interview should be written to and invited to attend interview. **(Appendix 11)**
- Also included with the invite to interview letter should be the criminal records self declaration form **(Appendix 9 or Appendix B Criminal Records Checking (CRC) Policy)**, a request that the candidate brings appropriate identification with them to enable completion of the employee identity check **(Appendix 16 or Appendix I CRC Policy)** and any qualification certificates to be viewed and recorded, as these will be needed for the DBS and single central record.
- Those applicants who have not been shortlisted should be written to and advised that they have been unsuccessful on this occasion. Alternatively, the original advert for the post can state the date by which candidates can assume they haven't been successful if they do not receive a response from the school.
- Records of all applicants (successful and unsuccessful) and the justification for the shortlisting decision must be maintained for up to a year in order to respond to any claims of unfair discrimination.

Step 7: OBTAIN REFERENCES

- Obtain references from two sources for all shortlisted candidates including internal and external applicants one of which must be a previous employer. **(Appendix 12 & 12a)**
- References must be in writing and should ask specifically about a candidate's suitability to work with children as well as their suitability for the post and should be obtained prior to interview.
- Offers of employment can be made subject to references where not available at interview.

Step 8: ON ARRIVAL FOR INTERVIEW

- Record details on Employee ID check and view original documents for DBS check.
- View and record Right to Work in the UK information and keep a copy of the evidence.
- View and record Qualification certificates for the single central record.
- Give candidate medical questionnaire and ask them to complete and return to Occupational Health asap if they are successful at interview.

Step 9: INTERVIEW

- The interview panel should consist of at least 2 people, maintaining a gender balance where practicable. One member of the interview panel **MUST** have successfully completed the safer recruitment training.
- The interview should be held in a suitable room where the interviews can take place uninterrupted
- Interview questions should be planned and structured in advance.
- Core questions should be applied consistently and asked of all candidates.
- If a fixed term appointment, explain reasons and duration during interview.
- Notes of each interview should be recorded with due regard to equal opportunities legislation. **(See appendix 13, 14 & 15)**
- Following interviews, all candidates should be assessed against all aspects of the objective selection criteria.

Step 10: THE SELECTION DECISION

- The decision taken should be based on determining who is the most suitable candidate as assessed against the person specification and job description. **(Appendix 17)**
- All candidates should be given equal consideration.
- Reasons for selection/non selection of candidates should be objective, relevant and clearly recorded.

Step 11: PRE EMPLOYMENT CHECKS

- Post offer, **IT IS ESSENTIAL THAT** all pre employment checks should be obtained as quickly as possible to include:
Identity checks; confirmation of the right to work in the UK (retain copies of documents seen); any outstanding references; DBS checks; Medical clearance (**ONLY** send for clearance once offer has been made and accepted); Verification of qualifications & membership of professional associations.
- **SCHOOLS SHOULD NOT START APPOINTEES IN POST**, until the appropriate checks have been carried out, in order to ensure that children are safeguarded and that the individual is fit to undertake the role. (See guidance on pre-employment checks overleaf)
- Successful candidates should be advised not to resign from any existing employment prior to clearance being obtained. **(See appendix 18)**

Step 12: OFFER OF EMPLOYMENT

- A provisional verbal offer will normally be made in the first instance to the successful candidate. It must be explained this offer is subject to pending DBS checks (where appropriate), medical clearance, and references where not already obtained (and anything else, such as sight of original qualifications or work permit).
- Once a verbal offer has been made, this should be followed up in writing **(see appendix 22a – non teaching and appendix 22b – Teaching)** and a copy of the relevant supplementary guidance notes **(appendix 22c – non teaching and 22d - Teaching)** should be included with this written offer.
- When offering a fixed term appointment, state the reason and duration of the appointment and follow this up in writing.
- Be careful not to quote full time salary rates for part time work.

Step 13: RECRUITMENT FILE / COMPLAINTS PROCEDURE

- A structured recruitment file should be maintained for at least 6 months for each vacancy, including copies of all documents relating to the recruitment process.
- This should be stored for 6 months following the appointment to ensure any claims or requests for information made after the appointment can be appropriately responded to. **(Appendix 23)**

Step 14: POST APPOINTMENT INDUCTION

- All new appointees must receive an appropriate induction programme regardless of previous experience. **(Appendix 24)**
- The purpose of the induction:
 - Provide training and information about the school's policies and procedures
 - Confirm the conduct expected by the school
 - Provide opportunities for the new employee to discuss any issues or concerns about their role or responsibilities
 - Enable the Headteacher or line manager to identify and concerns or issues about the person's ability or suitability at the outset and address them immediately

GUIDANCE ON PRE EMPLOYMENT CHECKS

Any offer of employment should be conditional upon:

- Receipt of 2 satisfactory references if not already received
- Satisfactory identity checks, and confirmation of eligibility to work in the UK
- Satisfactory enhanced DBS with barred list check
- Verification of candidate's occupational health clearance to teach / operate in support staff capacity
- Verification of qualifications
- Verification of professional status (eg: QTS, QTLS, NPQH, HLTA) and check against the prohibition of teaching register
- For teaching posts – verification of a statutory induction period for those who obtained QTS status after 7 May 1999
- For non teaching posts – satisfactory completion of a 6 month probationary period (no probationary period is required for existing employees changing jobs within local government. However an appropriately structured induction is recommended)

In cases where it is essential, due to the needs of the pupils, to engage a new employee prior to the satisfactory completion of all pre employment checks a risk assessment MUST be undertaken and a check made of the Children's barred list.

Further reference documents

Safeguarding Children and Safer Recruitment in Education, DfES

Safer Recruitment training (Department for Education website elearning course:

<http://www.education.gov.uk/childrenandyoungpeople/healthandwellbeing/safeguardingchildren/b00203550/safer-recruitment-training>)

Physical and Mental Fitness to Teach of Teachers and Entrants

Schools' Criminal Records Checking (CRC) Policy

Other legal considerations

School Standards and Framework Act 1998 & The Education Act 2002

School Staffing (England) (Amendment) Regulations 2006

Teaching Agency – Standards and Regulations

Equality Act 2010

Should further guidance be required, please contact your Human Resources Officer