

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

POLICY AND PROCEDURES FOR
RECRUITMENT AND SELECTION OF STAFF

Part 1: Introduction

This recruitment policy is to explain the different stages of recruitment and legal/statutory requirements. The guidance is based on proper procedures and best practice. Should there be any doubt about this document; advice should be sought from the School Business Manager. At all stages of the process full consideration should be given to the processes and procedures recommended in 'Safeguarding Children: Safer Recruitment and Selection in Education Settings'.

Part 2: The vacancy

Once a vacancy has been identified, either for a new or an existing post, a check will be made that both a job description and person specification are produced. The contents of these documents will be covered by the statutory requirements of the Employment Equality Regulations 2003, Equal Pay Act, Equal Opportunities, Sex Discrimination, Race Discrimination Act and Disability Discrimination Act 2006. The Working Time Directive may also apply where long hours or split duties may be a feature. Minimum pay may also be applicable, as may the requirements of the Asylum and Immigration Act.

Part 3: The advertisement

The post will be advertised; the wording and content will take note of all the above acts and pay particular attention to any words and phrases that may be construed as discriminatory.

Part 4: The response

A simple but accurate record is to be kept of enquiries and subsequent dispatch of information packs.

Part 5: Evaluation, sifting and short-listing

When all applications have been received they are to be sifted by the Head Teacher and members of an interview panel which will include members from the Governing Body. It is good practice to involve line managers in this process also. This is to be done against an agreed criteria list based on the key factors of the job description and person specification. An agreed marking/scoring system will be used. Once a shortlist has been created candidates will be invited to interview and will be informed of any tasks that they will be required to carry out on the day of the interview. References will also be sought from given referees, preferably on paper (provided by email) but through telephone conversations if this is not possible.

Part 6: The interview

Questions are to be prepared allowing some flexibility to follow up areas of questioning by the applicant. Questions relating to sex and race are to be avoided. Even a simple question about family/childcare could easily be misconstrued unless raised by the applicant. At least one member of the panel must be trained in safer recruitment.

Part 7: The appointment

The successfully candidate will be subject to a DBS check and only once the school is satisfied that they are safe to work with children will the contracts be exchanged.

Following the appointment, unsuccessful candidates may seek feedback. This is to be handled by the Head Teacher or another member of the interview panel nominated to undertake this function. All papers and notes from the applicants and members of the interview panel will be retained together for a minimum of six months after the date of commencement of the successful candidate. This period allows for any candidate to bring a complaint before an employment tribunal. All papers should be left sealed and secured in the school's secure store.

In the event of any query regarding the recruitment the Head Teacher or School Business Manager is available for consultation.

Signed: _____
Chair of Governors

Dated: _____