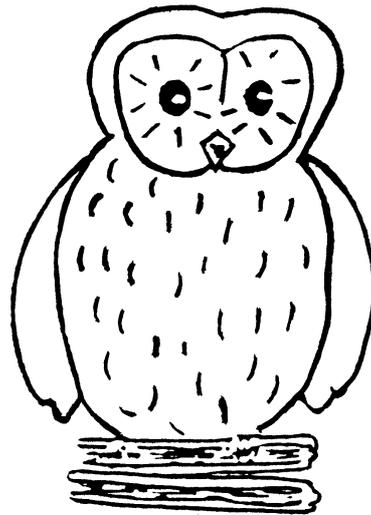


Overstone Primary School



Recruitment and Selection Policy

Approved by -
The Resources Committee on 28th November 2018 and
The full Governing Body on 6th December 2018
Due for Annual Review: November 2019

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

By adopting fair and consistent recruitment practices this will ensure the recruitment of an effective workforce that will add value to Overstone Primary School and provide high quality and efficient staffing at our school.

Scope of this procedure

This procedure applies to all school based staff, including teachers and support staff. Reference throughout the procedure will be made to the Recruitment and Selection Handbook for Schools, available on the NCC/LGSS's website.

Responsibility for Recruitment

Northamptonshire County Council is the employer of staff based in maintained schools but the Governing Body and Head-teacher hold delegated responsibility for recruiting, selecting and managing staff. For the appointment of teaching and support staff the Governing Body have delegated this responsibility to the Head-teacher. The Head-teacher will usually wish to include governors in the selection process, depending on the post.

For the appointment of the Head-teacher, the full Governing Body will establish a selection panel. A representative from the Director of Learning Skills and Education may also be present to offer advice. The panel will consider this advice before making any decision. For full details on the recruitment of Head-teachers see 'The National College for School Leadership and National Governors Association's Guide to recruiting and selecting a new Head-teacher'.

Statutory and Legal Requirements

There are some statutory requirements for the appointment of staff in schools – most notably Head-teachers and Deputy head-teachers. These requirements change from time-to-time and must be met. Further guidance on all of the legal aspects of recruitment and selection is contained within the NCC/LGSS Handbook and is also available from our Senior HR Advisor.

Identification of Recruiters

At least one recruiter will have successfully received training in safer recruitment procedures. Recruiters need to be fully aware of equal opportunities legislation and understand how discrimination can occur both directly and indirectly in the recruitment process. Where applicants indicate that they have a disability and they meet all of the essential requirements of the post, they should be guaranteed an interview for the post.

Inviting Applications

All posts will be advertised; this may take a number of different forms. The Head-teacher and Governing Body are responsible for adopting the most appropriate method, depending on the post and current circumstances. Advertisements for posts will include the statement:

The school is committed to safeguarding and promoting the welfare of children and safer recruitment practice, and expects its entire staff to share this commitment. An enhanced DBS check is required for all successful applicants and references will be requested for short-listed applicants prior to interview. The successful applicant will also be expected to undertake a medical questionnaire.

Prospective applicants will be supplied with the job description and person specification and an application form as a minimum. All applicants must complete the application form in full; CV's will not be accepted.

Short-listing and References

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications if that is a requirement for the post
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

Induction

Staff who are new to the school will receive induction training that will include the school's child protection and safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee and their line manager. All posts will be subject to regular performance review meetings.

This Policy is subject to any changes which may occur in legislation and in the recruitment and selection handbook and to annual review by the governing body.