

## **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 (e.g. a restructure)
- The content of the advertisement should include:-
  - An appropriate headline (e.g. job title and location)
  - A brief summary of the role and person specification
  - The rewards (e.g. pay and other benefits e.g. TLR or SEN)
  - Terms and conditions (e.g. 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 20 for a list of suitable reasons for a fixed term contract)
  - The action necessary to respond
  - The closing date for applications
  - 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.
  - 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
    - Job description (**Appendix 2**)
    - Person specification (**Appendix 3**)
    - Criminal Records Declaration Form (**see link to [Criminal Records Checking](#) page on Nexus**)
    - 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 6**)
- Once the shortlisting has been completed, those candidates selected for interview should be written to and invited to attend interview. (**Appendix 7**)
- Also included with the invite to interview letter should be the criminal records self declaration form, HR14 (**Appendix 5**), a request that the candidate brings appropriate identification with them to enable completion of the employee identity check (**Appendix 13**) and any qualification certificates to be viewed and recorded, as these will be needed for the DBS and single central record. Where the applicant falls under the requirements of the Childcare (Disqualification) Regulations, you should also send the form entitled 'Form to assess suitability of staff and volunteers - Childcare Disqualification Regulations' for completion and for them to bring to interview (**Appendix 5a**)
- 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 9**)
- 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.
- View completed Childcare Disqualification form (where applicable) to ascertain whether they are eligible to work with this group of children.

#### **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 appendices 10-12)**
- 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 14)**
- 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 where a requirement of the job; Prohibition from Teaching check from 03.04.2014; Childcare (Disqualification) Regulations requirements are met (where applicable)
- **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 and **Appendix 15**)
- Successful candidates should be advised not to resign from any existing employment prior to clearance being obtained

#### **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) and after the Childcare (Disqualification) Regulations requirements have been checked (where applicable).
- Once a verbal offer has been made this should be followed up in writing. (For support staff see **Appendix 16**. A copy of the supplementary information at **Appendix 17** should be included. For teaching staff see **Appendix 18**. A copy for the supplementary information at **Appendix 19** should be included.)
- When offering a fixed term appointment, state the reason and duration of the appointment and follow this up in writing. **(See guidance at Appendix 20)**
- 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.

#### **STEP 14: POST APPOINTMENT INDUCTION**

- All new appointees must receive an appropriate induction programme regardless of previous experience. (See guidance at Appendix 21)
- 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 any 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 (e.g.: QTS, QTLS, NPQH, HLTA)
- For teaching posts – verification of a statutory induction period for those who obtained QTS status after 7 May 1999
- Prohibition from Teaching check via the National College for Teaching and Leadership from 03.04.2014 <https://www.gov.uk/teacher-status-checks-information-for-employers>
- 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**

#### **Further reference documents**

Keeping Children Safe in Education

Disqualification under the Childcare Act 2006 Statutory Guidance:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Safer Recruitment training (NSPCC elearning course):

[http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/?t\\_id=1B2M2Y8AsgTpgAmY7PhCfq%3d%3d&t\\_q=safer+recruitment+training+for+schools&t\\_tags=language%3aen%2csiteid%3a7f1b9313-bf5e-4415-abf6-aaf87298c667&t\\_ip=195.49.180.85&t\\_hit.id=Nspcc\\_Web\\_Models\\_Pages\\_ResearchReportsPage/be79e065-1a70-4ae9-b048-acf241f5c9b5\\_en-GB&t\\_hit.pos=1](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/?t_id=1B2M2Y8AsgTpgAmY7PhCfq%3d%3d&t_q=safer+recruitment+training+for+schools&t_tags=language%3aen%2csiteid%3a7f1b9313-bf5e-4415-abf6-aaf87298c667&t_ip=195.49.180.85&t_hit.id=Nspcc_Web_Models_Pages_ResearchReportsPage/be79e065-1a70-4ae9-b048-acf241f5c9b5_en-GB&t_hit.pos=1)

Physical and Mental Fitness to Teach of Teachers and Entrants

Schools' Criminal Records Checking (CRC) Policy

Equal Opportunities Policy

#### **Other legal considerations**

School Standards and Framework Act 1998 & The Education Act 2002

School Staffing (England) (Amendment) Regulations 2006

National College for Teaching and Leadership

Equality Act 2010

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009

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