



## ASHBY SCHOOL

<b>Title of Policy</b>	Recruitment & selection
<b>Date of adoption</b>	Spring 2018
<b>Originator</b>	Eddie Green
<b>Date of review</b>	Summer 2021
<b>Additional information</b>	This policy meets the requirements of the latest guidance on Safer Recruitment published by the DFE.

## **Recruitment and Selection Policy**

### **Policy Statement**

- Ashby School recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes will help the School to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims, and support the School's values.
- The School is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.
- Recruitment should be treated as an important exercise as the way it is managed affects the School's image, and consequently its ability to attract and appoint high calibre staff.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Scope**

- This policy applies to the recruitment and selection of all staff to the School.
- All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy.
- Any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

### **Aims**

- To ensure that recruitment processes are fit for purpose
- To appoint the best person for each position
- To ensure equality of opportunity for all applicants
- To ensure compliance with the School's Equal Opportunities Policy and relevant employment legislation
- To promote the School's values
- To meet the School's operational requirements and strategic aims.
- To work within the DFE guidelines of "Safer Recruitment and Selection in Education Settings".

## **Principles**

### **General Principles**

- Staff involved in the recruitment process should be aware of their responsibilities under the relevant legislation. The School aims to secure equality of opportunity in all its activities, and in this respect all staff should maintain a positive attitude towards equality of employment.
- If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant, they must declare this as soon as they are aware of the individuals' application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.
- Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the Data Protection Act (DPA). Applicants will have the right to feedback and to access any documentation held on them in accordance with the DPA.

### **Obtaining Candidates**

- As a minimum all positions will normally be advertised within the School. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. In extenuating circumstances, the Headteacher may waive the need to advertise. This is likely to include the following circumstances:
  - Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise.
  - Positions requiring specialised expertise where it can be demonstrated that a comprehensive search has been conducted and the nominated individual is the most suitable person for the position.
  - Where the work is required for a specific purpose for a limited period of time.
- Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may

include local and national publications and web sites and should adhere to the School's visual identity. Internal advertisements should appear for a minimum of 5 days and external advertisements should appear for a minimum of 10 days.

- Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.

## **Selection Process**

The selection process should be:

- Transparent
- Timely and cost effective
- Equitable
- Free from conflict of interest
  
- All recruitment will be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification. All decisions must be recorded.
  
- Short listing must be undertaken by at least two individuals who are involved in the selection process. Interviews should normally be conducted by at least two people, and all interviews for one post must be conducted by the same people.
  
- The interview panel must include at least one person that has completed the appropriate Safer Recruitment training module.
  
- The Headteacher will be responsible for the organization of all interview procedures and appointments except for the appointment of a Headteacher which is the responsibility of the Governing Body. The Headteacher will invite governors to be involved in the selection process for various posts, but the Governing Body recognizes that this is not always possible.
  
- Any skills tests (e.g. presentations, in-tray exercises) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons.

- Interview questions must relate to the job requirements as exemplified in the person and job specifications and the candidate's suitability for the position. The person and job specifications should be used as the basis for determining the interview questions.
- The choice of appointee will be determined by the majority view of the interviewers.

### **The Employment Contract**

- At the end of the recruitment process all records must be handed to the Personnel Officer who will retain them for six months in case of requests for feedback or the threat of litigation.
- Offers of employment are conditional upon receipt of an enhanced DBS check, satisfactory references, medical assessment (where necessary) and any other appropriate checks. In accordance with employment legislation, appointments will only be offered on a fixed term basis where objective grounds exist for not making the appointment permanent.

### **Monitoring and Review of Policy**

This policy will be reviewed every three years in accordance with the governing body review procedures.

### **Retention Allowances**

#### **Overview**

In order to establish and maintain a reputation for excellence the School recognises that it must compete in a national employment market. It must be able to retain staff that are recognised for their specialism or expertise within their particular field.

#### **Scope**

This policy forms part of the School's recruitment and retention strategy. It is intended to provide a fair, consistent and transparent framework for supporting departments or areas that need to retain an employee. The scheme applies to both teaching and support staff.

#### **Award of Allowance**

A retention allowance may be paid to a member of staff, based on the needs of the School to retain that employee, where remuneration is a key factor in the ability to do so. The basis for awarding an allowance is likely to be the need to retain an individual who has rare or critical skills or due to their experience in the post.

### **Size and Duration**

Allowances will be based on relevant market rates and will normally be granted for up to three years. Allowances are not superannuable but will be subject to Income Tax and National Insurance Contributions. The continuance of the allowance will be reviewed to establish whether the circumstances are still valid, no later than six months before its expiry.

### **Reporting**

Reports on trends in the payment of retention allowances will be provided to the Personnel Committee of the School's Governing body.