



# Recruitment Policy

Policy area

Staff

Statutory regulation

N/A

SLT Lead

Director of Finance and Operations (Victoria Heeley)

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# THE KING ALFRED SCHOOL RECRUITMENT POLICY

This policy should be read in conjunction with the following School policies:

- DBS Disclosure Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Recruitment of Ex-Offenders Policy
- Safeguarding Children in Education Policy
- Visiting Speakers Policy

## 1. INTRODUCTION

King Alfred School is committed to equal opportunities in recruitment, selection, promotion and all other areas of employment. The School seeks to appoint the best candidate for each position.

Council has delegated responsibility for the recruitment and selection of teaching staff to the Head and to the Director of Finance and Operations for all other posts.

## 2. OBJECTIVES OF THIS POLICY

- To ensure that all School appointments are made on the basis of suitability for the post by assessment against the selection criteria.
- To ensure that all candidates are treated consistently and equitably and that candidates are thoroughly assessed.
- To ensure compliance with the School's Equal Opportunities, Safeguarding Children in Education, Recruitment of Ex-Offenders policies, and with regulatory requirements and legislative requirements, including employment legislation.

## 3. SCOPE

This Policy applies to the recruitment and selection of all staff, on a permanent, temporary or supply basis, peripatetic music teachers and volunteers who are in the school regularly or frequently and are in regulated activity. The policy does not apply to infrequent visitors or volunteers who are not regular or frequent, or who will not be in sole charge of children.

## 4. PRINCIPLES AND PROCEDURES

### Awareness and training

Staff and Council members involved in the recruitment and selection of staff, are responsible for familiarising themselves and complying with the provisions of this Policy and associated procedures (Appendix 1).

The HR and Compliance Officer will ensure that appropriate safeguarding checks have been carried out in accordance with legislative and regulatory requirements for any external providers or recruitment agencies involved in the procurement of supply staff.

Staff and Council members involved in the recruitment process should undergo appropriate training; at least one person involved in the interview process should have successfully completed appropriate safeguarding training.

The School is committed to promoting equal opportunities throughout the recruitment process. Staff and Council members involved in the process are offered advice and guidance on equal opportunities and encouraged to attend external training where relevant. Information on anti-discrimination in recruitment is given to all hiring managers (Appendix 2).

### Conflict of Interest

If a member of staff or Council member involved in recruitment processes has a personal or familial relationship with a candidate, they should declare this to the HR Manager as soon as they are aware of the candidate's application. In such situations, it would normally be appropriate for the member of staff or Council Member to have no further involvement in the selection process. Applicants are required to declare any personal or familial relationships within their application.

### Identifying Vacancies

Heads of Department or equivalent managers are required to consider the need for new, changed or replacement posts prior to seeking authorisation to fill a vacancy. Council has delegated responsibility for the recruitment and selection of teaching staff to the Head and for all other posts to the Director of Finance and Operations. The Head or Director of Finance and Operations may authorise posts within the budget set by Council. The responsible person for Upper or Lower School recruitment should ask the Head for approval to recruit to a vacancy; Managers of Support Staff should seek approval from the Director of Finance and Operations to recruit.

Where a post is to be funded by parents and/or by a Local Authority, written agreement should first be obtained that they will bear the costs.

### Advertisement

Except where detailed below, positions for permanent and fixed-term employment of over one year's duration must be advertised externally.

The guiding principle should always be to recruit the best person for the job. In some circumstances, vacancies may not be advertised:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, (including the ending of fixed term contracts or following a restructuring exercise) or staff requiring redeployment for medical reasons or for reasons of disability.
- For temporary positions covering absence for maternity, adoption, unpaid leave etc. In these circumstances if the permanent post-holder decides not to return to his/her post following his/her leave, then the post will normally be advertised.
- Where the Head and Director of Finance and Operations agree that there are exceptional circumstances and that the post can be successfully filled by internal applicants.

All posts which are advertised will appear on the School's website and internal newsletter. In this way, all members of staff will be aware of vacancies, including members of staff on maternity, paternity or adoption leave or on sabbatical.

All recruitment advertisements will include a statement that "All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children".

All recruitment advertisements will also include whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Specialist recruitment agencies may be used in addition to other advertising mediums if it is envisaged that conventional advertising is unlikely to attract suitable candidates, but the Head and Director of Finance and Operations should give approval.

The HR and Compliance Officer is responsible for placing advertisements for vacancies; information included in the advert should be provided by the relevant senior manager.

### The Shortlist Process

All applications should be made using the King Alfred School's Application Form appropriate to the position, and received prior to the closing date. Where agencies are used, CVs will be accepted, but all applicants will be required to complete an application form prior to a face to face interview.

All returned Application Forms will be collected by the HR and Compliance Officer. Incomplete applications should be returned to the applicant for completion, if there is time before the closing date.

All applications will be treated as confidential and should be seen only by those involved in the selection process, this should be at least two people.

Applications should be checked for completeness. Any gaps or inconsistencies identified should be explored at interview.

In selecting for the longlist and/or shortlist, candidates should be assessed against agreed job descriptions and person specifications. Person specifications should only consist of the necessary skills, qualifications, experience and competencies required to carry out the duties of the post. Job descriptions and person specifications will **underline the candidate's responsibility for promoting and safeguarding the welfare of children and young people**. Those carrying out shortlisting should keep a record of the basis of their decision. All paperwork should be returned to HR.

Once the longlist or shortlist has been prepared, the list of selected candidates should be passed to the HR and Compliance Officer, who will contact the candidates and write to confirm the details of the interview and/or test. This letter/email should give details of the interview and assessment process, where appropriate interview stages may be held by virtual means. For shortlist interviews the candidate will need to supply three proofs of identity, one of which should be a passport or photographic driving license (in the case of applicants who are not nationals of the European Economic Area, the passport must be brought in order that checks can be carried out for the right to work in the UK). They will also be asked to complete and return a Self-Disclosure of unspent criminal convictions, cautions or bind-overs form to be received by the school prior to the interview day. If any information on this form is of concern, this will be escalated to the Head to make the final decision on whether to interview. Shortlisted candidates will also be asked if they require any disability adjustments to be made in order to attend the interview and assessment. The School

will make all reasonable adjustments requested by disabled candidates and will notify the selection panels of any special arrangements made. Shortlisted candidates will also be asked to physically sign their application form on the interview day.

For Teaching Staff, the HR and Compliance Officer will apply for references on each of the candidates using the standard reference form in advance of face to face interviews. References may be followed up by telephone.

For Support Staff, the HR and Compliance Officer will apply for references after an offer of employment has been made.

If no candidates are deemed suitable for shortlisting, this should be discussed with HR and the line manager, and consideration given to re-advertising and/or the use of specialist recruitment agencies.

### The Interview Process

A member of Council will be invited by the Head or Director of Finance and Operations (as appropriate) to participate in the interviews for a permanent member of staff at middle leader level and above. In addition, a member of Council may be brought in to participate in the recruitment of other appointments where it is felt it would add value.

For teaching staff, the formal interview process may consist of an assessment centre, lesson observations, testing and other interviews as appropriate. It is the responsibility of the relevant senior manager to inform the HR and Compliance Officer of the details of the interview process to be carried out and who will be involved.

A separate safeguarding interview (PCI) will be arranged as part of the interview process conducted by an appropriately trained panel.

The HR and Compliance Officer will arrange the interview programme, in consultation with relevant senior managers.

The HR and Compliance Officer will circulate an interview pack to members of the interview panel(s) before the interview. The pack will include shortlisted candidates' Application Forms, an interview schedule, job description and person specification, interview questions and other related recruitment information.

On the interview day, all candidates will visit the Bursary where their identity, residency and entitlement to work in the UK will be verified, and they will be asked to physically sign and date their application form. Any qualifications declared in the early stages of the process must be verified at the interview. Any further professional qualifications may also be checked at the same time, but only original documents or certified copies will be acceptable.

Each interview should be undertaken by a minimum of two individuals. Interviewers should ensure that the interviews are conducted fairly, appropriately and to schedule. Candidates should be given opportunities to ask questions. Notes should be taken and retained of all interviews, lesson observations and assessments and passed to HR on completion of process.

Interview questions must be based on the selection criteria and should be prepared before the interview. Interviews with each candidate should follow the same format of questions, but answers can and should be followed up. Questions should help the

candidate give evidence-based answers. Any assessment tests should relate to the role and the results of tests be assessed against selection criteria.

Every effort will be made to ensure that the same panel interviews all candidates.

Any gaps in employment should be explored and any anomalies resolved.

### The Selection Process

The School seeks to appoint the best candidate for each position. Selection will be based on:

- An applicant's experience and personal capabilities that will enable him or her to fulfil the role successfully;
- Whether the appointment is in the best interests of the School as a whole and its future development;
- An applicant's support for the ethos of the School and its child-centred approach to education;
- An applicant's commitment to safeguarding and promoting the welfare of children and young people;
- An applicant's ability to work successfully with his or her future colleagues, and skills they may have which are complementary to those of the existing staff;
- An applicant's physical and mental resilience to withstand the rigours of working in a school;
- An applicant's potential for development.

Selection will be made at a feedback session, following completion of interviews, lesson observations (if relevant) and assessments of all invited candidates. A record should be kept of the reasons why the successful candidate was selected for the post or, if no selection is made, the reasons why not.

### Unsuccessful Candidates

Following interviews, unsuccessful candidates will be contacted by the relevant senior manager or HR by telephone or email of the outcome of their application. This will normally occur after the successful candidate has orally accepted the offer of employment. Telephone feedback only will be given to shortlisted candidates who request it within two weeks of the selection decision. Feedback will be given to internal candidates in person.

Other unsuccessful candidates i.e. those not selected for interview will be notified by HR by email.

### Confidentiality

All applications will be treated as highly confidential by King Alfred School and circulated only to those individuals involved in the recruitment process.

Any data relating to recruitment and selection processes may be legally disclosed in the event of tribunal proceedings against the school, and staff and Council Members involved in the recruitment process must exercise due diligence at all times.

### Offers of employment

Prior to an offer being made all terms of employment must be agreed e.g. salary.

The selected candidate will be telephoned by the relevant senior manager or HR and offered the position, subject to the required checks being satisfactorily completed. This should be confirmed in writing using the School templated letter.

The New Employee Form (NEF) is authorised by the Head and Director of Finance and Operations.

The offer of employment is confirmed in writing and is subject to:

- the receipt of two satisfactory references, one of which should be from the current or most recent employer;
- verification of identity and residency;
- verification of entitlement to work in the United Kingdom;
- where regulated activity is involved, a satisfactory check of DBS Barred List
- a satisfactory Enhanced DBS check;
- an overseas check if the applicant has been resident in any other country for more than 3 months in the previous 10 years;
- verification of original qualifications and professional status;
- verification of medical fitness, including mental and physical fitness, subject to reasonable adjustments if necessary;
- for a teacher, verification that there is no prohibition from teaching order;
- for appropriate staff, checks to ensure staff are not disqualified from working from working in these settings under the 2018 Childcare Disqualification Regulations;
- for staff who will be appointed to management positions, confirmation that there is no prohibition from management direction;
- confirmation that the person is not disqualified under the Section 128 Barred List;
- if relevant, continuing funding of the position by the local authority or parent.

The HR and Compliance Officer will send a copy of the School's Medical Form for the successful candidate to complete and return. This must be done after the candidate has been selected for the post, but the form must be returned before the candidate begins employment.

With the exception of the Enhanced DBS check, the successful applicant will not be allowed to work at the school until satisfactory replies to these checks have been received and the Single Central Register recorded accordingly. Without a returned DBS disclosure, any volunteer, contractor or new employee must be supervised and a risk assessment must be approved by the Head, which is reviewed every two weeks until the disclosure is received and proved satisfactory. The HR and Compliance Officer, initially, will examine the Enhanced DBS and, if there is any information disclosed, alert the HR Manager and/or Director of Finance and Operations, who may choose to discuss it with the Head.

The HR and Compliance Officer will be responsible for ensuring that all outstanding checks are completed and that these checks are recorded accurately in a timely manner in **a recruitment checklist and the school's Single Central Register, in accordance with the school's Safeguarding Children in Education Policy**, DfE regulations and statutory guidance. If the responses to any of the checks should be unsatisfactory, the HR Manager will discuss this with the Head and if appropriate with the candidate in accordance with published School policies.

Once satisfactory checks have been completed and the recruitment checklist and Single Central Register completed, a contract will be issued to the successful candidate by HR. The HR Manager will draft the contract, which the Director of Finance and Operations will normally sign on behalf of the school.

## Retention of records

When the recruitment process has been completed all information relating to the selection process should be passed to HR.

All papers relating to the successful candidate will be retained for the duration of their employment and for a reasonable period thereafter. All other applications and shortlisting, interview and assessment notes will be retained for 6 months after which they will be destroyed in accordance with GDPR regulations.

## Induction

The HR and Compliance Officer will issue a staff induction pack to successful candidates once they begin employment, and direct them towards the School's policy and procedural information. They will also ensure staff receive an induction in Safeguarding, as appropriate for their role. Line Managers will carry out an induction relevant to the role. Estates will carry out a Health and Safety Induction in accordance with the School's Health & Safety Policy; this will be signed by the successful candidate and the Head of Estates, who will then forward it to the HR and Compliance Officer for retention in their personnel file. IT will conduct an IT induction. A mentor will be appointed for each new member of the teaching staff. Newly Qualified Teachers will undergo an Induction period in accordance with national arrangements.

## Recruitment of Temporary and Hourly Paid Staff

Where the appointment is for less than 12 months (for example a maternity cover) and the Head and/or Director of Finance and Operations decide that there are sufficient potential candidates internally, they may decide not to advertise the post externally.

Where a vacancy arises at short notice and it proves necessary to find temporary cover, this will be done either through a specialist agency which adopts similar screening standards to that of King Alfred School, or by direct contact with personnel available for temporary work and previously vetted by the school (supply staff).

## 5. SUPPLY STAFF

If a member of the supply staff has not been employed by King Alfred School within the last three months, they will be subject to a further check against **DBS Barred List** and will be asked to complete a further application for Enhanced DBS Disclosure unless signed up to the DBS Update Service.

Persons may apply to join the School's supply staff. They will be required to complete an Application Form, will be interviewed and subject to the same checks and references as other successful applicants.

Where the school is employing an individual on a temporary basis who is not provided by an agency and who is not part of supply staff regularly used by the school, then the usual recruitment checks will need to be carried out. The HR and Compliance Officer will arrange for these checks to be carried out, including where appropriate, a safeguarding interview conducted by a member of staff who has received the suitable training.



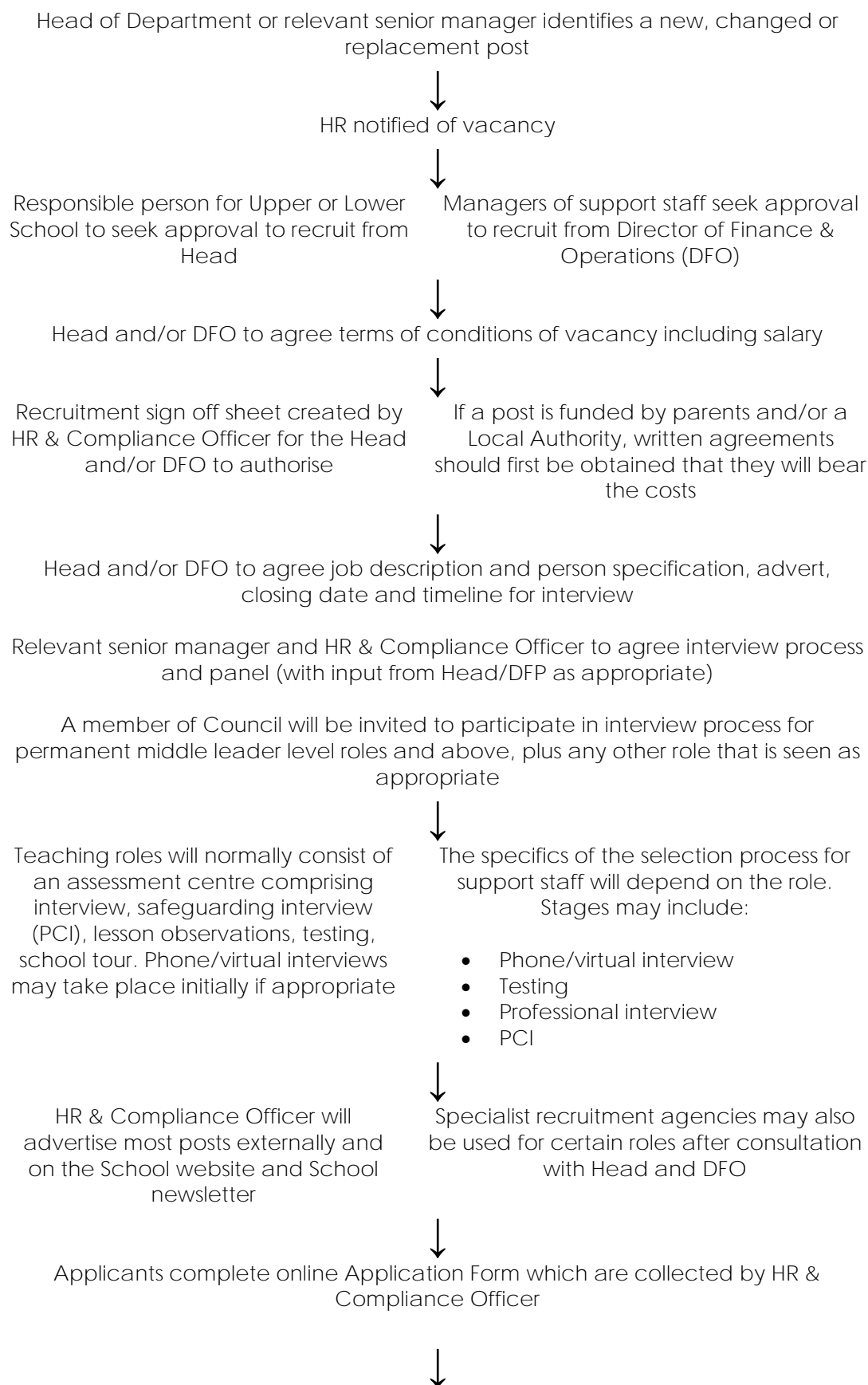
## 6. VOLUNTEERS

Volunteers are subject to relevant compliance checks commensurate with the circumstances of their placement at the School.

## 7. VISITING SPEAKERS

Please refer to the Visiting Speaker's policy.

## APPENDIX 1 – RECRUITMENT PROCEDURES



After deadline, applications are sent to the longlisting/shortlisting panel for selection against person specification. A longlisting to shortlisting process may involve a test, a screening interview, or further review of application forms



Final shortlist sent to HR & Compliance Officer who will contact candidates with all interview details (including requesting self-disclosure form to be returned prior to interview) and make all necessary arrangements with regards to candidates and interview panel, as agreed with relevant senior manager in initial recruitment meeting. Application forms must be physically signed and dated by shortlisted candidates on the interview day

For teaching staff – references for each shortlisted candidate will be applied for by HR & Compliance Officer before interviews commence

For support staff – references will be applied for once job offer has been made to successful candidate



Once all interviews have been completed, a feedback session for all interviewers involved in the process will be held to agree on a decision

All paperwork to be given to HR in line with GDPR regulations



Prior to an offer being made, all terms of employment must be agreed by Head and DFO

Successful candidate to be telephoned by the relevant senior manager or HR and role to be offered subject to the required checks being satisfactorily completed



HR Manager will create a New Employee Form (NEF) to be authorised by Head and DFO

HR Manager will create offer letter and send to successful candidate



After the role has been offered and verbally accepted by the successful candidate, unsuccessful candidates will be contacted by the relevant senior manager or HR by telephone or email



New employee will only commence employment once all vetting checks have been satisfactorily completed

If the Enhanced DBS has not yet been returned, the new employee can commence employment under supervision and on a risk assessment which must be approved by the Head every two weeks, providing all other checks have been satisfactorily completed



Upon satisfactory completion of all compliance checks, HR Manager will draft contract for DFO to sign



Induction arrangements on commencement of employment:

- HR & Compliance Officer will issue an Induction Pack and ensure staff receive Safeguarding Training
- Line Manager will carry out an induction relevant to the role
- Estates team will carry out a Health & Safety Induction
- IT will carry out an IT Induction
- A mentor may be appointed to the new joiner
- NQTs will undergo an induction period in accordance with national arrangements

## APPENDIX 2 - RECRUITMENT GUIDANCE FOR MANAGERS

### How to Avoid Discrimination in Recruitment

#### *What is discrimination?*

It is the unfair and unequal treatment of a person because they possess a particular protected characteristic. Under the Equality Act 2010, we must treat everyone with fairness, dignity, and respect, regardless of any differences.

It is essential that when recruiting (and during an employee's entire duration with the organisation) we do not discriminate against any candidate, in fact, we should actively seek to avoid discriminating.

#### *Under the Act, we must not:*

- discriminate when deciding who to employ.
- discriminate against an employee during their employment with us, such as preventing access to promotion.
- dismiss an employee based on their possession of a protected characteristic.

#### *Under the Act, we must:*

- prevent discrimination, harassment and victimisation in the workplace.
- ensure work roles have equal opportunities for all.

#### *What are the 9 protected characteristics?*

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion and Belief
8. Sex
9. Sexual Orientation

#### *How to avoid discrimination in recruitment*

It is a legal requirement that we must avoid discrimination in recruitment.

To ensure we are avoiding discrimination during our recruitment process we must:

- Decide what skills the applicant needs: Be specific with the skills required for the job so they are easily understood, and ensure they are skills that are easy for people from different backgrounds to fulfil. Differentiate between essential and desirable skills.
- Create the job advert: Discriminatory adverts are against the law and can carry large fines, so do not include language that can be seen as restrictive, and make sure you focus solely on skills needed to perform the job.
- Select a suitable range of candidates: Be consistent in your decision-making, do not let personal bias affect your approach, and only select candidates from Application Forms that match your criteria and skill requirements. Also, diversify where you advertise the role to ensure a wide pool of candidates.
- Prepare for the interview: Ensure your questions cannot be perceived as discriminatory and ask all applicants the same questions. Do not make assumptions about candidates and aim to have more than one person conducting the interview to ensure you reach a fair decision. Do not ask questions based on protected characteristics.

- Record your decisions: You should record your decisions about who you hire, and your reasons for doing so.
- Offer feedback: Give clear and well-explained reasons to unsuccessful candidates. Provide feedback which is both positive, as well as offering areas to work on.

#### Rehabilitation of Offenders Act 1974

All school-based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group.

Applicants for school-based jobs must, therefore, disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Our advice to hiring managers is that if a candidate that you are interviewing volunteers to disclose any information at all regarding criminal history, please advise them to refrain from discussing this at that moment, but that it should be discussed with HR at an appropriate time. Candidates should be aware that some spent cautions and convictions are removed from DBS checks if they meet a set of technical rules known as filtering, and that if their caution or conviction is now filtered, it will not show up on their DBS and they do not need to disclose it. As interviewers, you should be aware of this also, so that candidates do not accidentally volunteer information that does not need to be disclosed.

*If you would like any further advice on any of these matters, please do not hesitate to contact HR.*