



Dair House School Recruitment Policy



Monitoring: Bursar Updated: December 2018 Review: August 2019

Recruitment Policy

Dair House School promotes equality of opportunity and is committed to attracting and recruiting high calibre staff who can positively contribute towards its performance, efficiency and reputation. As such, the School aims to ensure that a candidate is appointed on the basis that they possess the necessary skills, experience and aptitude required.

Dair House School is committed to ensuring all staff recruited to the School are safe and suitable to work with children. The requirements of KCSIE 2018 have been taken into account in compiling this Policy.

At all stages of the recruitment process, decisions will be made on objective, job related criteria which is free from unlawful discrimination.

This policy applies to all vacant positions.

All vacancies must have the approval of the Governors before any recruitment activity can take place.

Advertising

It is in the School's interest to widen the selection pool of available talent and therefore vacancies will be advertised internally and where vacancies are advertised externally, the internal advert will appear no later than the external advert.

The Head is responsible for selecting the most appropriate method for sourcing external candidates, which may include advertising in local or national newspapers or trade journals, on the internet or through the job centre.

All external adverts must include reference to the availability of Job and Person Specifications. Details (including salary where appropriate) of the job with closing and interview dates, any specific qualifications required. Full details of the School and reference to the school's Safeguarding Policy and the need for a DBS Disclosure and Barred List check.

Interviews

The Head and Bursar (as a minimum) are trained in Safer Recruitment – at least one member of staff so trained must be involved in recruitment interviews.

At least two people, including the Head, must be involved in the selection decision, which must be based on objective, job-related criteria and in light of the School's aim to be an equal opportunities employer. For appointment to the Headship or to the Senior Management Team, a Governor must be involved. Reasons for selecting or rejecting candidates must be recorded in writing.

Appropriate selection procedures must be used for each post. Procedures may vary, and can include telephone screening, skills testing or other means of assessment in addition to a structured interview, which is compulsory in all cases.

Timescale

Candidates should be kept advised of the expected timescales involved and, wherever possible, all decisions should be confirmed in writing within five working days.

Offers

The Head is authorised to make a verbal offer to the successful candidate, in the knowledge that such offer forms a legally binding contract. The terms of the offer must be no more generous than those agreed with the Governors when the position was authorised. The written offer must adhere to the standard format.

Pre-employment checks

If the offer is accepted, the Head, in conjunction with the Bursar, should ensure that the appropriate pre-employment checks are carried out efficiently and prove satisfactory. The appointee must satisfy all the conditional requirements before commencing work. Once an actual start date has been confirmed, arrangements should be put in place for the new employee's induction.

Conditional requirements

All offers of employment made to external candidates must be conditional and subject to the following conditions:

- The receipt of two references considered satisfactory by the Head. Both references must be work-related and one must be from the current employer.
- Confirmation of the person's eligibility to work in the UK through the production of one or more approved documents under the Asylum and Immigration Act.
- Criminal clearance obtained through an Enhanced DBS Disclosure and a Barred List check.

- Confirmation of ID
- Satisfactory employment history
- Verification of qualifications.
- Verification of professional status including a QTS Barred check for teachers.
- Confirmation that, where applicable, a teaching Prohibition check is made and in cases where a management post is being filled (including Governors) a Prohibition to management check is made.
- Completion of a Staff Disqualification Declaration is made.
- Verification of medical fitness for the role.

If a DBS Disclosure is delayed, a new member of staff may start work if:

- A check of the Barred List has been carried out
- Risk Assessment completed
- Loose supervision arrangement in place

Internal candidates

In the case of a successful internal candidate, who has previously satisfied these pre-employment conditions, it will not normally be necessary to make the offer subject to all of the above. However, there may be circumstances when it is necessary to repeat checks and this will be confirmed when the offer is made.

As soon as the Head becomes aware of any issues which could prevent any one of these conditions being satisfied, he/she must involve the Chair of Governors in any decision and obtain prior approval on the appropriate action to take, which will depend on the circumstances.

All documentation relating to applicants will be treated confidentially and kept in accordance with the Data Protection Act.