

Recruitment Policy (non-teaching staff)

Implemented:	June 2019
Written By:	Caz Potten
Reviewed:	June 2020 (JH), June 2021 (JH), June 2022 (HB), June 2023 (HC)
Next Review:	June 2024

	Person responsible	Comment
1. Identify need for new staff member and decide on timing of recruitment process	Director	Timescale and interview dates to be agreed.
2. Job description reviewed and updated	Director	To include: job title, location of the position, main objective of the post, main responsibilities and functions of the job, who the person will report to and work closely with, any special terms.
3. Person specification reviewed and updated	Director	Person specification to be adapted after identifying qualifications, experience, skills, knowledge and qualities required - and whether these are essential or desirable.
4. Remuneration and conditions	Director	A competitive package to be decided on, commensurate with experience and qualifications.
5. Information Pack	Director	A set of briefing notes to be produced for applicants, containing information about the school, including mission statement and equal opportunities policy, the job description and person specification, remuneration and terms and conditions.
6. Upload to job site (Indeed.co.uk)	Director	Discussion commenced on what is needed for the vacancy.
7. Short listing	Director & Academic Manager	Applications received from the agency to be vetted and a short list drawn up according to experience and qualifications.
8. Planning the interview	Director & Academic Manager	Interview questions to be reviewed and updated. Location, timing and structure of interviews to be determined.

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9. Contacting the interview candidates	Director	Short listed applicants to be contacted by the Director. Director to inform candidates of date, time and structure of interview, as well as requirements to explain all gaps in CV, sign a Self-Declaration form, bring along I.D. and certificates, and willingness to have a DBS check.
10. Interview	Director & Academic Manager	Candidates are interviewed according to the Interview Procedure. Notes taken during the interview. Candidates' I.D. and certificates seen and copied for file.
11. Selection	Director & Academic Manager	Discussion of candidates and suitability. Agreement made using selection criteria and interview notes.
12. Contacting referees	Director	Referees of successful candidates to be contacted and asked to complete the Reference Form, including any reason they know why the candidate would not be suitable to work with children or vulnerable adults.
13. Notifying candidates	Director	Unsuccessful candidates to be contacted by the agency. Successful candidates to be contacted by phone or email with a conditional offer, based on a positive reference. Date and time of induction to be given.
14. Safeguarding	Director	DBS check process commenced. Candidate given copy of Safeguarding Policy. Candidates working with under 16s will not be employed without a valid, completed DBS check.
15. Induction	Director	Successful candidate to be briefed on duties, the organisation of the school and policies. Self-Declaration to be signed.
16. Formal job offer	Director	Candidate will be notified in writing of a job offer or rejection.
17. Contract drawn up	Director and Finance Officer	Temporary Letter of Appointment or Permanent Contract to be drawn up, signed and dated by both parties. Financial information given to the Finance Officer.