

# Recruitment Policy

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Heathermount School is owned and operated by Cavendish Education. This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core value of building confidence and preparing students for life.

While this current policy document may be referred to elsewhere in Heathermount School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.
- A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)

Heathermount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment. All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Heathermount School. The policy documents of Heathermount School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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## **1. Introduction**

This policy is to ensure that the individuals responsible for recruitment and selection always hire and promote the most appropriate applicant or employee in a fair and consistent manner free from discrimination.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy. It is the organisation's policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age, sexual orientation or disability. Any person involved in the selection and interview processes who have a conflict of interest should declare it immediately to your Line Manager.

Staff concerned with recruitment must ensure that they comply fully with the organisation's Equality, Inclusion and Diversity Policy and Safer Recruitment guidance at every stage of the recruitment process. In accordance with the Equality, Inclusion and Diversity Policy, reasonable adjustments will be made to accommodate the particular needs of any person who has notified the organisation that they have a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.

## **2. Advertisement**

Copies of all advertisements (where appropriate) will be placed on the school's website and circulated electronically via email informing existing staff that they are welcome to apply.

The individual(s) placing the advertisement(s) must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points.

- the job title;
- the salary or pay scale;
- any significant benefits applicable to the position;
- any minimum qualifications for the position;
- any particular skills and/or experience required for the position;
- any typical features of the position (e.g. part-time, fixed-term, outside UK etc.);
- the closing date for applications.

Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly. The proposed advertisement must be submitted to your Line Manager for approval.

## **3. Job Description**

We use job descriptions to assist in the drafting of a job advert. We will ensure the details incorporated are concise and relevant to the job role being advertised.

Vacancies may only be filled after a job description and a note detailing the reason for the vacancy and person specification has been notified to your Line Manager and approval has been received.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience will be included.

#### **4. Applications**

All job applications will be acknowledged within two weeks of receipt.

Application forms will seek only information which is necessary for the selection process.

At each stage of the process, applicants will be kept informed and should expect to be told the following:

- When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process; and
- What the next stage will involve.

External applicants who are invited to an interview will be sent an outline of the form of the interview (and other selection methods if used), and appropriate personnel (receptionist and all those who will be attending the interview) must be informed that they are expected.

#### **5. Selection Tests and Shortlisting**

Where appropriate, skills tests, such as lesson observation, will form part of the recruitment process. Where tests are used in the recruitment process, they will be checked by your Line Manager to ensure:

- They are free from any discriminatory element:
- The test is directly relevant for the position being interviewed for.
- Prior to the interview, the criteria for the position should be identified. Criteria that isn't relevant should be avoided.

Unless otherwise justified, a decision to shortlist, interview, employ or engage the services of any person will be taken without regard to the applicant's gender, marital status, race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, age, trade union membership or (unless justified) disability or because their name appears on a prohibited list (ie a list of known trade union activists).

Applicants who are not shortlisted must be informed of this fact as soon as possible. The originals of documents provided by unsuccessful candidates (eg, in support of their right to work in the UK) will either be returned to them by secure means, or destroyed.

As part of the shortlisting process online due diligent checks will be completed by the School. Checks will be conducted by an internal independent HR representative who will not be immediately involved within the recruitment decision making process and adequate training will be provided to the individual completing the checks to ensure a fair procedure in line with the safer recruitment guidance, our Safeguarding Policy and our additional policies and procedures.

All applicants will be assessed objectively in accordance with our Equality, Inclusion and Diversity Policy.

Online due diligence including but are not limited to;

- Online checks via a recognised search engine (for example google); and
- A review of prominent social media and video social networking sites such as Facebook, Instagram, LinkedIn, Twitter, TikTok, YouTube, etc.

Where concerns are highlighted, these will be queried during the interview process with the candidate who will be provided the opportunity to respond and alleviate any concerns raised.

All data collected will be stored and processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the privacy notice.

## **6. Interview**

- The interview will be conducted by two members of staff and thorough notes taken.
- All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.
- No assumptions will be made nor will questions about the applicant's personal circumstances be made.

Once the interview has taken place and the decision has been made, we will contact the successful individual and arrange the start date for the position.

If at any point during the recruitment process, any issues arise then you should report your concerns to your manager who will then review your concerns.

## **7. Internal Recruitment**

It is important that we recruit well experienced people that will deliver a high standard of education to our students. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process.

Any opportunities for promotion will be advertised and open to all members of staff and if staff feel they have the skills and experience to bring to the role then we welcome an application and questions that they may have.

In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to their terms and conditions e.g. salary and benefits. Details of the planned induction should also be sent with this letter or new contract of employment, e.g. outlining any training and development, coaching or work shadowing that may be required.

## **8. Offers of employment**

Decisions taken to either reject or accept an application will be checked and approved by a Line Manager before they are communicated to the applicant.

Candidates may be asked to come to the School for a short trial period (paid) before we make an offer.

When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications (including originals), sight of relevant documentation confirming the individual's right to work in the UK, provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) and a completed medical questionnaire that is acceptable to the employer.

Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS disclosures (with Barred List checks) applied for, the medical questionnaire reviewed and documentation confirming the individual's right to work in the UK seen and copied.

Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.

Once the starting date has been agreed, Line Managers must be informed in order that the induction programme can be arranged, and appropriate departments notified.

All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by a designated member of the senior management team during this period, and they will be interviewed mid-probation at three months and then have a probation interview after six months' employment. A recommendation should be discussed and agreed at the probation interview as to whether the employment should be confirmed, extended or terminated.

## **9. Engagement**

Engagement is subject to receipt of two satisfactory references from your previous employer(s), an Enhanced Disclosure check obtained through the Disclosure & Barring Service (DBS) and the satisfactory evidence of right to work in the United Kingdom. If the Disclosure shows up something that you did not declare on your application or at the interview and you have already commenced employment, the School may terminate your offer of employment without notice or payment in lieu of notice.

Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the privacy notice.

The School uses a Code of Practice when handling Disclosure & Barring Service information. A copy is available on request from your Line Manager.

The School reserves the right to request a full medical examination or relevant medical tests/declaration at any time during your employment.

When you join the School, you should provide the Line Manager with your National Insurance Number and a P45 income tax form. Should you not have received a P45 from your previous employer you should complete a P46 which will be provided by your Line Manager. Payment cannot be made until we have received your National Insurance Number.