



## POTT SHRIGLEY CHURCH SCHOOL

*'Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you'*

### RECRUITMENT POLICY AND PROCEDURE (Summer 2023)

#### Scope

The purpose of this policy is to set out Pott Shrigley's church school's policy in relation to the recruitment and selection of all staff.

The principles set out in this policy apply to all appointments made.

#### Policy Statement

We are committed to ensuring fair, inclusive and transparent processes in Recruitment and Selection.

Applications from the wider community are encouraged and we will ensure that no sections of the community are excluded from the process.

We will:

- Seek to ensure that recruitment procedures, practices and decisions are such that they will not deter, prevent or exclude any sections of the community unfairly from applying for, or gaining employment.
- Aim to attract the most suitable candidates for vacancies.
- Target recruitment appropriately following a thorough analysis of the ongoing requirement for the role, and the relevant skills, experience, competencies, attitudes, values and behaviours required to carry out the role effectively.

This policy and procedure should be read in conjunction with the School's policies, procedures and guidance on Safer Recruitment, References, Redeployment, Equality in Employment and Induction.

#### What you can expect from the school

In undertaking recruitment exercises, the school will:

- Use cost-effective and positive methods of promoting vacancies that are proportional with the type of role being recruited to.
- Advertise internally and on appropriate recruitment sites
- Acknowledge that there may be occasions where it is appropriate to promote those groups under-represented in the current school workforce, for example those with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).
- Focus on the requirements of the job and the relevant skills, experiences, competences and behaviours essential to carrying out the job effectively.
- Ensure that interview questions are not in any way discriminatory or unnecessarily intrusive.
- Ensure that any additional recruitment selection techniques utilised will be administered and validated by those competent in their use and will be relevant to the post applied for.
- Ensure compliance with relevant employment and equality legislation.
- Make any offer of employment subject to satisfactory references, medical clearance and any other relevant pre-employment checks.

- Ensure that managers, staff and governors who are involved in recruitment receive appropriate training in recruitment and selection.
  - Listen, respond and act appropriately and in a timely manner when an individual reports something that is inappropriate or wrong in relation to recruitment activity.
  - Respect the confidentiality of all information relating to any recruitment in line with the Data Protection Act 2018.
  - Treat individuals fairly and consistently in accordance with the terms of this policy and procedure.
  - On-line checks will be made in line with relevant regulations.

### **What the school expects of you**

- To comply with the processing of any necessary pre-employment checks, i.e. provide necessary details of referees etc.
- To regularly and positively challenge yourself, and apply for vacant posts if you have the appropriate qualifications, experience and skills
- To understand that any offer of employment made will be subject to satisfactory references, medical clearance and any other relevant pre-employment checks.
  - To tell the Headteacher if you see or experience anything that is inappropriate or wrong so that the issue or your complaint may be properly investigated in a timely manner and, if appropriate, action taken. In the event that you are not satisfied with the outcome and response from the Headteacher, you should refer the issue to the Chair of Governors.
- To comply with the requirements of this policy and procedure.

### **Headteacher/Managers' Responsibilities:**

The Headteacher/manager responsible for recruitment will ensure they are equipped with the necessary skills to carry out this process effectively.

The interview panel conducting recruitment interviews will only ask candidates questions that are not in any way discriminatory or unnecessarily intrusive. Their focus will be on the requirements of the role and the relevant skills, experiences, competences, values and behaviours essential to carrying out the role effectively. Any additional recruitment selection techniques utilised will be administered and validated by those competent in their use and will be relevant to the post applied for. The Headteacher/manager should offer constructive feedback if requested to candidates who are not successful.

### **Recruitment Procedure**

Prior to starting any recruitment exercise, the role that has become vacant will be assessed to establish if it needs to continue and, if so, whether it needs to be reviewed to reflect current requirements. There may, for example, have been changes in working practices due to changes in technology, partnership working, or different internal relationships. Where the role has changed substantially, it will need to be re-evaluated.

### **Approach**

Before embarking on the recruitment process, consideration will be given to:

- budget;
- how assessment of competence and behaviours will be undertaken;
- how to attract candidates and what methods of recruitment to use;
- recruitment costs; and
- timescales.

### **Advertising the role**

The School will use positive methods of promoting vacancies that are proportional with the type of role being recruited to.

There may be occasions where it is considered appropriate to solely advertise the role internally. This decision will be made where there are justifiable reasons for doing so.

### **Shortlisting**

Assessment will be based on the information provided and its match to the Job Description and Person Specification.

### **Interview arrangements**

Where possible, an indication of the date of the interview will be given in the advertisement; otherwise, reasonable notice will be given to enable candidates to prepare for the interview. Where a test or presentation is included in the assessment, candidates will be notified of this in advance to enable them to have the opportunity to prepare.

The interviewing panel are expected to take into account any adjustments that a candidate has declared to be required at the interview, for example, ensuring that the building is accessible.

At least one member of the interview panel will have received Safer Recruitment Training

### **Assessment of Interview Performance**

The format of the interview will be set in advance, with candidates being informed of any tests to be used and if they will be required to give a presentation.

The format will be designed in order to elicit evidence of the skills, competencies, and behaviours deemed necessary to be successful in the role.

### **Making an offer**

A verbal offer of appointment may be made, although it should be recognised that this is not binding until the written offer which follows, which will be subject to references and other checks as listed below. Employment will not start until all necessary pre-employment checks including references have been received and considered. Constructive feedback should be available to those candidates who are unsuccessful at interview.

### **Pre-employment Checks**

Prior to the offer of employment being confirmed and the employee starting work, the following checks are made:

- Eligibility to work in the UK. Note: Candidates will be asked to confirm at the first stage of the recruitment process that they are entitled to work in the UK and will not be allowed to continue with their application if they cannot confirm that they have the appropriate permissions
- Proof of identity; applicants will be asked to provide this proof on or before their first day at work
- Medical checks
- Safer Recruitment checks
- References (subject to the condition stated above)

Where any checks are unsatisfactory, action may be taken to withdraw the offer. This will normally mean assessing the risk of the issue and discussing the matter with the employee before deciding what action to take.

## **Induction**

New employees will be properly inducted into the School by following an appropriate induction procedure. This will include regular formal and informal meetings, relevant training, feedback, and coaching.

All new support staff are required to successfully complete a six-month probationary period before being confirmed in post.

Please refer to the School's Induction Policy and the Probationary Policy and Procedure for more information.

## **Record Keeping**

In line with policies on data retention, personal data, applications from unsuccessful candidates and notes relating to any interview will be destroyed in a confidential manner after a period of time when it is safe to assume that the risk of complaint or challenge has passed; this will usually be after six months.

## **Feedback and Complaints**

When requested, managers will give feedback to those interviewees about their interview and application. They will not give information about the performance or comparative merits of other candidates.

Internal complaints will be made through the Grievance Policy and Procedure.

Where any external candidate or potential candidate has a complaint about the way in which they have been treated during a recruitment process, they will be directed to the School's Complaints Procedure.

## **Data Protection**

The School processes personal data collected during the recruitment process in accordance with its data protection policy. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purpose of managing the recruitment exercise effectively to decide to whom to offer the job.

## **Disabilities**

Reasonable adjustments to the recruitment process will be made where necessary to ensure that no applicant is disadvantaged because of their disability. In practical terms, this means that consideration will be given by recruiting managers to the accessibility of venues, appropriate methods of assessment, and accessibility of information throughout the process and they will make reasonable adjustments to accommodate people with disabilities wherever required and possible.

## **Equality**

The School is committed to promoting equal opportunities in employment. You (and any job applicants) will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation or caring responsibility. This means that the application of the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## **Monitoring and Review**

The School will monitor this policy every three years to ensure that it is operating fairly, consistently, and effectively. The policy will also be reviewed in the light of operating experience and/or changes in legislation.

Signed

Headteacher Anne-Marie Willis

Chair of Governors Jane Langdon

July 2023