

Recruitment

Policy

Al-Falah Primary School

10/12/2012

25/11/16

Recruitment Policy

Rationale:

To ensure that Al Falah Primary School recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the job and is suitable to work at Al Falah Primary School.

Purposes:

To ensure those employed:

- are suitable individuals to work with children and young people
- share the schools ethos, values and ambitions for its students
- meet the requirements of the safeguarding agenda for the protection of both pupils and staff within the school

Procedures:

Advertising the Position:

Available posts for teaching and support staff will be advertised in a manner likely to bring them to the notice of persons who are qualified to fill them. This will be done by advertising internally and locally as appropriate. In the advertisements, the school will make it clear about what the job is and what experience, qualifications and qualities are required. The information the school requires from applicants will be specifically set out and is relevant to the post.

All applicants will be provided with the following information:

1. an application form
2. a job description
3. person specification

Short-listing and Interview:

Short-listing is focused on the requirements of the job description and person specification. Short-listing decisions are made on the basis of information provided in the application form measured against the job description and person specification.

Short listed applicants invited for an interview will be treated equally. The interview will be influenced by the same principles of objectivity and fairness that have been applied since the start of the process. The interview will focus on each applicant's skills. All candidates will be asked questions about their attitude towards children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children. They will be asked at least one question relating to equal opportunities. Questions about an applicant's disability will not be asked at interview except to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements. Questions about marital status, dependants and family plans must not be asked at interview.

Candidates will also require to teach one lesson which will be observed by the head teacher.

Selecting a Candidate:

Successful applicants will be required to complete satisfactorily all pre employment conditions and checks before a conditional offer is confirmed. This will include:

- clear DBS report
- At least two satisfactory references (preferably in writing) - but preferably two references should be sought
- medical questionnaire checked for suitability
- evidence of essential qualifications
- confirmation of entitlement to work in the UK
- hand in P45 form (if applicable)

Successful candidates will be offered the job on a six month probation period unsuccessful candidates will be informed, through phone, within one working day. They may ask for an explanation for the decision made.

All personal information received by the school during the recruitment process is securely stored. Recruitment records and information will be held for a period of one year, currently the statutory period in which a claim arising from the recruitment process may be brought.

Hackney learning trust Guidelines

Signed: ChairDate.....
Name:

Signed: H.TDate.....
Name :

12 Steps to Safer Recruitment

Before you release your post:

1. Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin;
2. Ensure that your school has a safeguarding and child protection policy and that a statement about the school's commitment to safeguarding is included in all recruitment and selection materials;
3. Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed by the senior leadership team and HR;
4. Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding;
5. Ensure that you have compiled a suitable candidate pack containing all the required information about the school, role recruitment timetable, safeguarding policy/statement and application form;

Before you interview:

6. Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview;
7. Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references and DBS checks;
8. Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with the necessary information;

Before you select your preferred candidate:

9. Ensure that a face-to-face interview is conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description;
10. Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied on the application form;

Before you formally appoint:

11. Ensure that you are able to make a confident selection of a preferred candidate based upon their ability to demonstrate their suitability for the role;

12. Ensure that your preferred candidate is informed that the offer of employment (including volunteers) is conditional on receiving satisfactory information from all necessary checks, references and completion of a probationary period.

The City and Hackney Safeguarding Children Board has published a set of Safer Recruitment Minimum Expectations, applicable to all organisations. Schools should refer to this guidance. Further information on Safer Recruitment practices is also available in 'Towards Safer Organisations', published by the NSPCC.

13. Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed by the senior leadership team and HR;
14. Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding;
15. Ensure that you have compiled a suitable candidate pack containing all the required information about the school, role recruitment timetable, safeguarding policy/statement and application form;

Before you interview:

16. Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview;
17. Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references and DBS checks;
18. Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with the necessary information;

Before you select your preferred candidate:

19. Ensure that a face-to-face interview is conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description;
20. Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied on the application form;