



St Anne's RC
Nursery and Primary School

Recruitment and Selection Policy 2024-25

“To help every person here to **achieve** his or her best
in **work** and in **play**.

To **celebrate** whatever is **good** and to **follow** in the
footsteps of **Jesus** by supporting and forgiving each
other,

For the honour and glory of God.”

Recruitment and Selection

1. PURPOSE

Recruitment of staff is one of the St Anne's most critical and dynamic functions. Those appointed will influence the future of the school and the way in which their employment applications are managed is essential to maintaining the St Anne's positive image.

The aim of St Anne's is to attract, reward and retain the best available people and to make the maximum possible use of the abilities of all its employees.

2. SCOPE

The policy and guidelines are aimed primarily at managers, but also apply to all those involved with the recruitment and selection of employees.

Additional guidance is available on safer recruitment including the engagement of supply staff, volunteers and contractors in the DCSF document entitled - Safeguarding Children and Safer Recruitment in Education. These guidelines should be read in conjunction with this document available at: <http://publications.teachernet.gov.uk/eOrderingDownload/Final%206836safeGuard.Chd%20bkmk.pdf>

3. POLICY STATEMENT

St Anne's is committed to:

- ✓ attracting and recruiting individuals who are best suited to meet the standards for the job. Decisions on the suitability of applicants will be made without regard to gender, race, disability, religion or similar belief, age, sexual orientation, gender reassignment, marital status or membership or non-membership of a trade union.
- ✓ safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

4. PRINCIPLES

All those responsible for recruitment must adhere to the following principles, which apply to all internal and external applicants.

Any employee who is involved in recruiting and selecting people to work in schools must undergo relevant training. This training should cover employment law relating to recruitment and selection, equal opportunities, interview techniques, the use of job descriptions and person specifications, as well as training

in the principles of safer recruitment which is underpinned by the DCSF document entitled - Safeguarding Children and Safer Recruitment in Education:

<http://publications.teachernet.gov.uk/eOrderingDownload/Final%206836safeGuard.Chd%20bkmk.pdf>

Information relating to the recruitment and selection process, including application forms and documentation, are strictly confidential and must be stored securely. Only the selection panel, designated Administrative staff, Link Advisors and Human Resource staff will have access to this documentation.

It is a legal requirement that details of every application - whether made verbally (face to face or on the telephone) or in writing, must be retained for a period of no more than six months. When the applicant has not been selected for interview, reasons for their non-selection must be kept in written form and retained as above. The applicant must be informed how their information will be processed, i.e. the information will only be processed as is necessary for recruitment purposes and where the applicant is successful, for the purpose of the employment contract.

Exit interviews will be undertaken when an employee resigns. **Guidance on exit interviews is attached at appendix 1.** Any resulting information, which may affect the requirements of the post, will be taken into consideration.

In the first instance any job vacancies must be considered for any "at risk" employees if the St Anne's is in the position of needing to redeploy staff.

There must be no discrimination on the grounds of gender, race, disability, religion or similar belief, age, sexual orientation, gender reassignment, marital status or membership or non-membership of a trade union.

Any applicant who declares themselves disabled under the Disability Discrimination Act, and who meets the essential criteria detailed in the person specification, will be guaranteed an interview.

St Anne's positively supports the recruitment and employment of persons with a disability and takes the view that it is ability which counts. Where targets have been set by the Government in terms of the make-up of the workforce, specific recruitment activities to meet these targets can be carried out. Particular care will be taken with any pre-employment medical results, which will be used to consider whether reasonable adjustments will need to be made which would enable effective performance at work or the applicant's long-term employment prospects. **For further information on catering for disabled applicants see appendix 2.**

Questions asked of all applicants should be related to the requirements of the job.

Appropriate pre-employment checks will be carried out by Human Resources in conjunction with the school and records maintained. These include:

- Identity
- Qualifications
- National Insurance number
- Medical Questionnaire
- Permit to work for those employed as „young worker“ (as legally defined)

- Evidence of permission to work for those who are not nationals of a European Economic Area (EEA) country. - List 99
- Criminal Records checks (CRB) will be carried out for all posts in school- Overseas criminal records checks where appropriate. - Date that the check was evidenced and by whom.

Care must also be taken to avoid unfair treatment of applicants with a criminal record. The requirements of the **Rehabilitation of Offenders Act** must be complied with. **See appendix 3.**

Further information relating to relevant employment checks can be found in the **Employment Screening Policy appendix 4.**

Further information on **Employment Legislation** relevant to the recruitment and selection process is available at **appendix 5.**

Further guidance on the **CRB process** including disclosures and record keeping is attached at **appendix 6.**

5. RECRUITMENT PROCESS

The need to recruit

Before beginning the recruitment process it is important to establish the requirement for the post, (whether for a new post or for a replacement). The following questions must be addressed:

Is it necessary to fill the post at all?

Is it necessary to fill the post at the same grade/level?

Does the post grade need to be re-evaluated?

Can adjustments be made in other workloads and/or duties?

Are the duties/responsibilities of the post likely to change either now or in the future? Is there any historical information relating to the turnover of employees in this post which may influence how we fill the post?

- Does any accompanying information include and make reference to the suitability to work with children and the responsibilities for promoting and safeguarding their welfare. Further information can be found at:

<http://publications.teachernet.gov.uk/eOrderingDownload/Final%206836safeGuard.Chd%20bkmk.pdf>

Are there any suitable “at risk” employees available either within the school or other schools?

Are there any employees on a fixed term contract or secondment that is nearing the end of its term that could be considered for the vacancy? Information on the use of Fixed term contracts can be found under - Employment Act 2002 – Use of fixed term contracts. – appendix 7.

Following a Decision to Recruit

Once a decision to recruit has been made it is essential to plan the recruitment process.

It is also essential that you follow the requirements of recruitment policies within your school as defined by the **School Staffing Regulations 2003**. An extract from the relevant sections is attached appendix 7a. The regulations contain statutory guidance on who should be involved in recruiting staff in school, their roles and responsibilities and the requirements for recruiting to specific roles.

As part of the process the following should be considered:

Good forward planning will be vital to successful recruitment. The time and effort spent in this stage of the process should help minimise making an unsuitable appointment.

When considering the overall timetable for recruiting, remember that it can take several weeks for the whole recruitment and selection process to be completed. This should be built into the planning process.

It is also essential to plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities and setting aside sufficient time needed for each stage of the process to be completed.

Consideration should be given to the requirements contained within the School Staffing Regulations. Draft the job advertisement carefully (see recruitment sources below). This will be your first opportunity to screen out unsuitable applicants and it is important therefore to be clear about what combination of qualifications, experience and qualities a successful candidate will need to demonstrate.

All documentation required for the recruitment process should be prepared including: [job description \(link\)](#) [person specification \(link\)](#) further details and information about the job and School a copy of the school's child protection policy statement equal opportunities statement

Example templates and further guidance on Job Descriptions and Person Specifications can be found at appendix 8.

Where appropriate seek advice from your Human Resource Adviser or Link Adviser.

Notice periods and resignation dates

Particular attention should be given to notice periods and resignation dates when planning, advertising and recruiting to posts. A list of notice periods and resignation dates for all staff is contained on the Leavers guidance shown at appendix 9.

Request to Fill a Post

Following a decision to recruit to a post, authorisation from an appropriate committee/full Governing Body should be obtained. This should include an up-to-date Job Description and Person Specification.

A closing date of two weeks after the date of publication is normally used to allow enough time for the advert to reach a reasonably wide audience and to ensure that candidates have sufficient opportunity to complete an application form and submit it.

6. RECRUITMENT SOURCES AND SPECIAL REQUIREMENTS

There are a variety of recruitment sources that can be used in order to ensure that vacancies may be filled with the most suitable person available in a cost effective and timely manner.

Where there are no suitable "at risk" employees the following recruitment sources may be considered:

Internal to the School in appropriate circumstances
Council's internal Job Bulletin and Job's intranet site
Appropriate external media e.g. newspapers, specialist journals, internet
Employment consultancies and agencies
Job Centre Plus
Attending/holding recruitment events
Notification to community groups
Joint advertisement with partner organisations/other schools
External Adverts and Advertising Agency

Where vacancies are advertised externally, these will be advertised via the Council's advertising agency using the approved standard template.

School based staff and CRB Disclosures
Any information issued must state the need for all successful applicants to undertake an Enhanced Disclosure via the CRB.

Advertisements should also include a statement about the employer's commitment safeguarding and promoting the welfare of children.

Politically Restricted Posts

Where the post is politically restricted then this must be stated in the advert. The criteria for a politically restricted post are identified in the Local Government and Housing Act 1989 see appendix 10.

Genuine Occupational Qualifications

In certain circumstances the post may have a Genuine Occupational Qualification (GOQ). Where this occurs, the relevant act under which it applies must be stated along with the GOQ in the advert. See appendix 5.

Contact your HR Adviser for further guidance.

7. APPLICATION FORM AND OTHER INFORMATION

Application Forms

All internal and external applicants who are to be formally interviewed must complete a Tameside Application Form or a School specific application form in the case of Voluntary Aided and Foundation Schools. The Tameside application form is available either online on the Tameside public website on the jobs page or in hard copy format from Human Resources. This can be submitted either by e-mail or by hard copy.

A copy of the Council's Policy on the employment of those with a criminal record is included as part of the application form.

CV's cannot be used as an alternative to completing the application form and should not be accepted.

Other information

A checklist of information that should be available with the application form is detailed below:

Job description
Person specification
Other information applicable to the post School
information
Council wide information (if applicable)

8. THE SELECTION PROCESS

Determining Selection Methods

The appropriate selection method may not necessarily be limited to, but will always include, a panel interview consisting of two or more interviewers. The selection panel must be involved in all key stages of the selection process. They must meet and agree the criteria and structure process on which the selections will be made. See appendix 11.

Selection Panel

At least one member of each sex if at all possible, should be appointed to serve on the interview panel.

Where a member of a selection panel feels that there are circumstances such as a personal relationship with a candidate which may lead to a conflict of interest he/she shall declare the interest in order that this may be considered as part of the selection process. Failure to do so may invalidate the whole procedure.

Candidates nominating as referee a member of the selection panel will be asked to nominate an alternative.

It is anticipated that anyone who has not received training in equal opportunities shall not serve on a selection panel.

Where for whatever reason the selection panel proceeds without the above conditions being satisfied or where it is incorrectly composed a formal note must be made.

Further advice on interviews and an interview assessment form is available at appendix 12.

References

Any references considered by the selection panel must be sought directly from the referee and in line with the guidance notes attached at appendix 13. No appointment should be made until references have been received, scrutinised and deemed to be satisfactory. A reference proforma is also shown at appendix 13.

Involving pupils

Involving pupils in the recruitment and selection process in some way, or observing short-listed candidates' interaction with them is good practice e.g. teaching a lesson, shown round the school by a pupil and senior member of staff.

Response to Applications

All application forms will be sent out within 2 working days of the request, unless obtained on-line by the applicant. All vacancies will be subject to a closing date for the receipt of applications. All applications received by this date will be considered by the selection panel.

Where applications have been returned to Human Resources, application forms will be forwarded to the head teacher/school for short-listing within 2 days of the closing date.

Page one of the application form which is the personal information sheet will be retained by appropriate designated staff at this stage, so that the short-listing process can remain objective and in accordance with the selection criteria.

Short-listing Applicants

Candidates will be short-listed in accordance with objective and relevant criteria in conjunction with the person specification and job description. A shortlisting form is available and is shown at appendix 14.

Where a large number of applications have been received the recruiting manager must be strict when short-listing, only identifying those individuals who closely match the requirements of the job for selection to the next stage.

Those meeting the essential criteria should be considered as suitable for shortlisting. Applicants who meet the requirements of the DDA and fulfil the essential criteria should be guaranteed an interview. Desirable criteria may then be applied to reduce a large number of applicants who meet the essential criteria.

All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications should not be accepted and should be returned for completion.

Any anomalies or discrepancies or gaps in employment identified should be noted so that they can be taken up as part of the consideration of whether to short-list the applicant.

Reasons for gaps in employment, history of repeated changes of employment without clear career or salary progression or mid-career move from a permanent post to supply or temporary work also need to be explored and verified.

Once a shortlist has been drawn up by the selection panel, a Recruitment Analysis Form appendix 15 and Interview Schedule Form appendix 16 will be completed detailing:

- Shortlisted candidates
- Unsuccessful applicants and reasons for non-selection - Interview arrangements including time, dates, venue.
- Names of selection panel
- Any other relevant information e.g. requirement to do presentation etc.

Both forms should be returned to Human Resources who will arrange the interview and/or relevant assessment process with the candidate.

Selection Methods

Further information on selection methods is available at appendix 11.

Arranging the selection event

All applicants who are selected to go to the next stage of the selection process will be notified in writing and where possible five working days' notice of the interview will be given.

Those applicants short-listed to be interviewed or who will be required to attend other selection events (e.g. selection centres) will be notified in writing of the date, time and description of the event.

Candidates should also be notified that checks on identity and qualifications will be carried out.

Informal meetings with candidates

Informal meetings should only take place as part of the formal recruitment process. Where candidates are given the opportunity of meeting members of staff informally before interview, the purpose of such meetings must be made clear. In general, such informal meetings should be designed to allow the candidate to obtain general information about the post and its context (both physical and organisational). Such meetings do not form part of the selection process. It is essential that all candidates are treated in the same way.

Recruitment Decision

The selection panel must take into consideration all of the information given during the selection process and any further relevant information which has been submitted before making a decision on which candidate(s) have been successful.

The final recruitment decision is the selection panel's responsibility. Should there be any serious misgivings about the selection decision by Human Resources this will be brought to the attention of the manager in order that further discussions can take place.

Job Offer

An offer of employment may be made by the chair of the selection panel to the successful candidate on the terms which have been agreed. Once accepted, however, this offer is legally binding, and therefore the offer must be subject to documentary evidence of the individual's right to work in the UK, satisfactory references, CRB checks, proof of qualifications and a pre-employment medical. Further information regarding these necessary checks can be found in the Employment Screening Policy appendix 4.

Successful candidate(s)

The successful candidate(s) should be sent written notification of the outcome of their interview.

Record Keeping

At all points in the selection process (e.g. interviews), those responsible for selection decisions must keep complete, objective notes and a record of any decision made. Objective justification as to the reasons for not selecting candidates must be recorded. Information relating to unsuccessful candidates will be held on file for six months.

Consent must be sought from any candidate whose details are kept on file for any future suitable vacancies.

Feedback and Complaints

If feedback is requested by the candidate this will be given by the chair of the selection panel.

If an external candidate has a complaint in relation to the way they have been treated during the selection process, they can raise this in the first instance with chair of the selection panel who will respond accordingly.

If an internal applicant has a complaint in relation to the recruitment process, he/she must raise the complaint by using the grievance procedure.

A New Starter Form appendix 17 should be completed immediately following completion of interviews, identifying the successful candidate, and returned to Human Resources along with all short-listed application forms, copies of references and all interview notes.

9. ADMINISTRATION

Where Human Resources are dealing with applications, they will check that all appropriate paperwork has been completed and returned by the chair of the selection panel, before written confirmation of an offer is sent.

Human Resources in conjunction with the appropriate Manager will issue the conditional written offer letter, the Statement of Terms and Conditions of Employment and other Council/School information applicable to the position. However, offers of employment will only be issued to the applicant on the basis that they are subject to receipt of a satisfactory CRB Disclosure, references, medical report and other verification checks. Should these appear to be unsatisfactory the job offer will be reconsidered.

Human Resources will also check professional qualifications and carry out other pre-employment checks as required. Consent from the applicant will be sought before verification checks are carried out.

If it is a requirement of the position, arrangements will be made by Human Resources for a preemployment medical report to be obtained. In the case of a young person or a night worker a preemployment medical examination must take place with a medical practitioner but for other employees the report may be prepared following the submission of a medical questionnaire to the Occupational Health Unit.

10. EQUAL OPPORTUNITIES MONITORING

St Anne's will seek to collect equal opportunities data from all job applicants. This will be used solely for the purpose of analysing the gender/age/ethnic origin/religion disability or similar belief profile of applicants and to ensure there is no unlawful bias in the school's recruitment and selection processes.

The questionnaires will be seen and used only by authorised employees within Human Resources and will not be seen by those involved in the selection process.

The data gathered from these questionnaires will be held in anonymised/aggregated form wherever possible, in order to monitor recruitment campaigns.

INDUCTION

All employees must undergo a thorough induction whether they are new to the school or the job.

In addition, each service/department will need to undertake their own specific induction programme.

Induction programmes should include appropriate elements of safeguarding training which underpin the standards of behaviour expected of staff and pupils and support the safeguarding culture and policies in the school.

12. PROBATIONARY PERIOD

All new employees of the school, with the exception of those under Teacher conditions, are subject to a probationary period. Details are available at appendix 18.

This policy was approved by the Full Governing Board on 6 December 2022