

# YSGOL CAERGEILIOG FOUNDATION SCHOOL



## Recruitment Policy

### INTRODUCTION:

It is Caergeiliog Foundation School'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. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

### Procedure

1. 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 the Governing Body and approval has been received. Where the job is to be advertised, the proposed advertisement must be submitted to the Governing Body for approval.
2. Copies of all advertisements (where appropriate) will be placed on internal notice boards (this includes the Intranet) together with a note informing existing staff that they are welcome to apply.
3. Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy and *Safer Recruitment* guidance at every stage of the recruitment process. In accordance with the school's equal opportunities policy, reasonable adjustments will be made to accommodate the particular needs of any person who has notified the school that he or she has a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.
4. A decision to shortlist, interview or offer employment will take no account of an applicant's trade union membership or non-membership.
5. 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 or (unless justified) disability or because his or her name appears on a prohibited list (ie a list of known trade union activists).
6. All job applications will be acknowledged within two weeks of receipt.
7. External applicants who are invited to an interview must be sent a map showing the location of the interview and 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.
8. Where appropriate, skills tests, such as lesson observation, will form part of the interview. However, psychometric testing will only be used if the test has been validated in relation to the job and is administered and validated by a suitably trained employee.
9. It is normally expected that between six and eight candidates will have first interviews,

following which potential candidates on the short list, which must be approved by the Governing Body will be re-interviewed by the Appointments Panel.

10. 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.
11. When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications(including originals), proof of membership of GTCW (for Teachers), 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.

**PLEASE NOTE: ALL STAFF EMPLOYED AT THE SCHOOL MUST HAVE AN ENHANCED DBS.**

12. In situations that arise unexpectedly, where non-teaching staff are required to cover for permanent staff in the case of an emergency. It may be necessary that, in these circumstances, temporary arrangements have to be quickly put in place for such staff before a vetting check can be carried out.

**PLEASE NOTE: All teaching staff must have an Enhanced DBS.**

13. In situations where it is not possible to obtain a vetting check in advance, the Head Teacher must carry out a risk assessment and place the candidate under supervision. **In such circumstances all necessary steps should be taken to ensure the safeguarding of children and young people. Full details of procedures undertaken are found in 'Risk Assessment Procedures'.**
14. 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.
15. In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions eg salary and benefits. Details of the planned induction should also be sent with this letter, e.g. outlining any training and development, coaching or work shadowing.
16. 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.
17. Once the starting date has been agreed, the Head Teacher must be informed in order that the induction programme can be arranged and appropriate departments notified.
18. 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.