

Staff Recruitment Policy

Queen's College, Taunton

November 2016 (v.5)

1. PURPOSE

Queen's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Queen's is a Methodist School and a member of the Methodist Schools' Group; all staff are expected to recognise and celebrate the College's values and Christian ethos.

The College recognises that its staff are fundamental to its success and therefore needs to be able to attract and retain individuals of the highest calibre and a strategic, professional approach to recruitment and selection processes is essential to do this.

The purpose of this procedure is to outline the recruitment, selection and pre-employment checks of employees to Queen's College. The document provides recruiting managers with a framework to enable them, through a fair, consistent and legally compliant way, to select the most appropriate person for the job and supports the values of equality and diversity.

This procedure also incorporates 'Safer Recruitment' principles and good practice relating to the safeguarding of children and young people.

2. DEFINITIONS

HR – Human Resources

CLG – College Leadership Group

DBS – Disclosure and Barring Service

2.1 Principles

The College will ensure that recruitment and selection is conducted in a professional, timely and responsive manner and is compliant with current employment legislation.

This procedure sets out the recruitment and selection processes that will usually apply to the recruitment of employees to Queen's College, including the College Leadership Group. However, the College reserves the right to vary the typical process in response to specific recruitment difficulties or specific operational requirements. It aims to balance the provision of development and promotion opportunities for its existing staff, and the requirement to have efficient and responsive methods of filling vacancies quickly and effectively.

All recruitment and selection documentation and the interview proceedings are strictly confidential. All those involved in the process have a responsibility to ensure that paper and electronic application forms are stored confidentially and securely in accordance with the Data Protection Act 1998.

3. PROCEDURE

3.1 Stage 1: Identifying a vacant post

The occurrence of a vacancy is an opportunity to fully review the role and its duties, responsibilities and grade.

Recruitment to any vacancy is ultimately the responsibility of the Headmaster, although he may delegate to other members of CLG or Senior Managers. Ahead of any recruitment commencing, in

consultation with the HR Manager, an 'Authority to Appoint' form must be completed by the Head of Department and approved by the Head Teacher/Head Teacher and Business Director.

Job Descriptions/Person Specifications

A clear Job Description and Person Specification are required for all posts.

The job description informs existing employees and prospective candidates of the specific duties and responsibilities of the role and its function within the College.

The person specification outlines the skills, qualifications, experience and knowledge required. Decisions at the shortlisting and interview stage will be based on assessment of each applicant against the individual criteria.

3.2 Stage 2: Advertising.

Vacancies that are anticipated to last for six months or more at the time of recruitment will usually be advertised internally as a minimum. Some internal posts can be advertised via 'Expressions of Interest' if they are limited to a particular team.

The Headmaster or delegated CLG/Senior Manager may decide whether they wish to advertise externally or internally only.

In accordance with the College Redundancy Policy and Procedure, normal recruitment procedures may be suspended where existing employees are placed at risk of, or are selected for redundancy.

All external adverts will be placed on the College Website and an external medium as a minimum.

Additional adverts may be placed with specialist media if they are appropriate and necessary to attract a suitable and sufficient response from applicants. Such external adverts are subject to the Headmaster's approval.

3.3 Stage 3: Shortlisting

All candidates (internal and external) will be assessed objectively against the selection criteria set out in the person specification; only candidates that meet all the essential criteria will be shortlisted for interview. Shortlisting for a vacancy will normally be carried out by a minimum of two people.

The people undertaking the shortlisting will not be provided with the personal details section of the application form to ensure that only the skills, qualifications and experiences that are necessary to perform the job, as detailed in the person specification, are used as shortlisting criteria.

Internal candidates will not be guaranteed interviews and will need to demonstrate how they meet the criteria.

If the number of candidates who meet the essential and desirable criteria detailed in the person specification is higher than can feasibly be interviewed, consideration can be given to putting the essential criteria in rank order of importance, or by weighting some of the criterion. The candidates who score the highest against these specified criteria will be shortlisted.

Only in exceptional circumstances will the College provide individual feedback on unsuccessful applications. However, it is recommended that the recruiting manager provides feedback to any internal candidates that are not shortlisted.

Pre-Selection Arrangements

On completion of the shortlisting, the shortlisted candidates will be contacted and notified of the selection process arrangements.

Candidates will be contacted as soon as possible, so as to provide them with adequate time for preparation. If the selection process requires candidates to undertake various assessment procedures, candidates will be advised of this in advance, including details of any preparatory work that they need to undertake.

Candidates will also need to present their documents confirming any educational or professional qualifications that are necessary for the post. All the above documents will be shredded if their application is not successful.

For recruitment to academic vacancies, references will be requested and obtained prior to the selection process taking place. (See pre-employment checks in stage five for guidance).

3.4 Stage 4: Selection

It is essential that all staff involved are aware that selection is a two-way process; as well as assessing the candidates, each candidate will also be assessing the role and the College.

Specific selection methods will vary depending on the requirements of the post. It is recommended that in addition to the standard panel interview, other selection methods are included as part of the selection process.

All selection methods will be appropriate and relate to job requirements, examples of additional selection methods include a taught session, presentation, written exercise, administration/data entry activity or a work simulation task.

Interviews

Interview panels will consist of a minimum of two people; the composition of which will depend on the nature of the role and the level of responsibility.

Every interview panel will have at least one member who has received Safer Recruitment training and will usually either include the HR Manager or an SLG member on the panel.

The questions to be asked should be agreed beforehand and reflect the criteria in the person specification and any technical aspects of the post. It is recommended that managers ask behavioural interview questions which ask candidates to provide examples of situations when they have demonstrated a particular criteria.

The chair of the panel, or the HR Manager, if present, will confirm any gaps in the applicant's employment history, including whether they have lived or worked abroad for a period of 1 month or more in the last 5 years. The panel may also need to ask questions around the candidate's application form, such as reasons for leaving previous posts if this has not been made obvious.

Panel members are prohibited from asking questions about sickness records or health in accordance with the Equality Act 2010.

Cautions and Convictions - Implications for Appointment Decisions

If the successful applicant has declared a caution or conviction on their application form or during interview, as part of the pre-employment checks the College would undertake a risk assessment to review whether such information would prohibit them from taking up the post that they have been offered. This would then be cross referenced with the DBS disclosure when it is received.

3.5 Stage 5: Offer of employment

The preferred candidate will be contacted by telephone and made a conditional offer subject to completion of satisfactory pre-employment checks.

Unsuccessful candidates will be notified by either phone, e-mail or in writing and managers should be aware that they may request detailed feedback.

Pre-employment checks

Upon receipt of the post selection paperwork, The HR Manager will write to the successful candidate to confirm the conditional offer of employment.

All job offers will be conditional subject to satisfactory completion of pre-employment checks which must be completed prior to any successful applicant commencing their role at the College, these include;

- Receipt of at least two satisfactory written references. One reference is required from the line manager of the candidate's present or most recent employer.*
- Occupational Health Checks and medical screening to establish the employee is physically and mentally fit to carry out the duties of the role.
- Verification of eligibility to work in the UK.
- Verification of identity.
- An Enhanced DBS Disclosure
- Certificate of good conduct if the applicant has lived or worked outside of the UK for a period of one month or more in the last five years.
- Confirmation that they are not subject to a prohibition order and therefore prohibited from teaching (teaching staff only)
- Confirmation that they are not prohibited from a management position within an independent school (senior management only)
- Clear check against the children's barred list.
- Verification of stated qualifications, as required.
- Verification of professional status where required.

*If the applicant is not working with children, but has previously done so in the past, an additional reference should be obtained from the employer by whom the person was most recently employed to work with children.

In exceptional circumstances, and providing that all other pre-employment checks have been completed, individuals may be able to commence work prior to the receipt of their DBS. The application must have been submitted to the DBS for processing and will be subject to a formal risk assessment that details the level of supervision and student contact. The risk assessment can only be authorised by the Head Teacher or a delegated CLG member.

If previously non-disclosed criminal/police information is identified by the Enhanced Disclosure, the chair of the panel and the HR Manager will discuss this with the person seeking the position. This will then be discussed with the Headmaster or delegated CLG member to determine whether withdrawing the conditional offer of employment is necessary. Having a criminal record will not necessarily bar people from working at the College. This will depend on the nature of the position and the circumstances and background of their offences and will be subject to a risk assessment.

A contract of employment will be issued at the earliest opportunity but no later than eight weeks after their start date.

Record keeping

All original application forms, shortlisting forms, and interview assessment forms for unsuccessful candidates will be kept by Human Resources for three months after the date on which the selection decision was made, after which they will be destroyed.

The recruitment documentation relating to successful applicants will form part of their personnel file and will be retained on their record.

Effective date of the policy	21 st November 2016
SLG Responsible Member	Richard Syree, HR Manager

Authorised by	Board of Governors
Signed	Mark Edwards, Chair of Governors
Date	21 st November 2016