

St Margaret Clitherow Catholic Primary School

Staff Recruitment And Appointment Procedure

Rationale

St. Margaret Clitherow Catholic School recognises that its staff are fundamental to its success. The School is committed to ensuring that the best possible personnel are recruited to all areas of it's staff and a strategic, professional approach to recruitment is essential to do this.

Purpose

The purpose of this procedure is to provide a framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of all relevant employment legislation. This procedure covers all activities that form part of the recruitment and selection process.

Principles

St. Margaret Clitherow has a principle of open competition in its approach to recruitment. The School will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the School. The School will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

St. Margaret Clitherow will provide appropriate training, development and support to those involved in recruitment and selection activities. Any member of staff involved in the selection of staff should ensure that they are appropriately trained. If a member of staff involved in the recruitment process has a relationship with an applicant they must declare this as soon as they are aware of the individual's application.

Recruitment and selection is important in raising the profile and reputation of the School. The School will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate's experience is as positive as possible, irrespective of the outcome. The School will promote best practice in recruitment and selection and will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

The recruitment and selection process must be cost effective. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

Recruitment & Selection Procedure

Preparation Stage

The recruitment and selection process should not commence until a full evaluation of the need for the role against strategic plans and budget has been completed. Recruitment should form an integral part of the staffing strategy.

Job Description & Person Specification

A job description and person specification must be produced or updated for any post that is to be filled. The job description should accurately reflect the elements of the post. The person specification should state both the essential and desirable criteria in terms of skills, knowledge and experience for the job.

Advertising

All positions will normally be advertised within the School and externally. This will help maximise equality of opportunity and provide staff with opportunities for career development, helping to maintain the skills and expertise of existing staff. All advertising must be cost-effective and agreed in advance with the governors HR committee.

Type of Post	Adverts to be Placed in Publications
Administration staff	Local
Cleaner / caretaker	Local
Teaching Assistant	Local
Teacher	Local and national
Senior Leadership Team	Local and national
Deputy Headteacher	Local and National
Headteacher	Local and national

Local includes:

Torbay and Devon County Choice Magazine and online
Herald Express
Western Morning News
The Teaching Post Magazine and online
Job Centre

National includes:

Times Education Supplement
Catholic Education Service
ETeach

Also, where appropriate adverts will be placed in the School Newsletter, Parish Newsletter, other schools and local and Catholic teacher training establishments.

Applications

All applications will be on the current application forms; from Torbay Local Authority for non-teaching posts and from the Catholic Education Service for teaching posts. Wherever possible this will be done electronically, but candidates can request paper copies. Notice will be taken of the candidates instructions regarding taking up references.

Selection of Candidates

Shortlisting

Shortlisting may involve the whole panel but must be carried out by a minimum of two people to avoid any possibility of bias.

Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.

All candidates (internal and external) should be assessed objectively against the selection criteria set out in the person specification, and only candidates who meet the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made.

Selection and Interview

Interview should normally be carried out by a minimum of three people, one of whom must have undertaken current Safer Recruiting training.

Type of Post	Interviewers
Administration staff	HR governor, headteacher, member of senior leadership team
Cleaner / caretaker	HR governor, headteacher, member of senior leadership team
Teaching Assistant	HR governor, headteacher, member of senior leadership team
Teacher	HR governor, headteacher, member of senior leadership team
Senior Leadership Team	HR governor, headteacher, member of senior leadership team
Deputy Headteacher	Diocesan representative, HR governor, headteacher, member of senior leadership team
Headteacher	Diocesan representative, HR governor, member of senior leadership team

Selection is a two-way process: candidates are assessing the role and the School. Those involved in recruitment should consider how best to promote a positive image.

A range of selection methods relevant to the position will be used to assess the candidates, on the essential and desirable criteria in the person specification and job specification, as this will enhance objective decision making which is difficult through interview alone.

Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.

Notes recording the important points of the interview should be taken by the interviewers, so that they can refer back to these when assessing candidates against the person specification and job specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process will be kept for a minimum of six months following the selection process.

If a candidate requests feedback about their performance in the selection process this should be arranged by the chair of the panel, although this may be delegated to another member of the panel where appropriate.

Unsuccessful interview candidates should be dealt with courteously and sensitively and will receive telephone or written notification of the outcome of the selection process.

Referees

Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment. Sample reference request letters and forms are available from Torbay Council HR Services. If the appointment is urgent, the School may seek a verbal reference for the successful candidate providing that standard procedures for doing so are followed. Referees should not be contacted without the candidate's consent and the information provided should be treated as confidential by the panel members. In certain circumstances a school or personal reference is acceptable.

Making the Appointment

A verbal offer will be made as soon as possible after the selection process to enhance the School's ability to recruit the selected candidate. The verbal offer will normally be made by the chair of the selection panel, although he or she has the discretion to delegate this responsibility if felt appropriate.

Appointments will usually be made at the minimum grade of the advertised salary scale unless directly relevant experience would justify additional increments. Advice should be sought from Torbay Council HR Services if the intention is to appoint at the maximum grade of the advertised salary scale. No appointment can be made above the advertised scale.

Once a selection decision has been made, a written offer of employment will be made to the successful candidate. Offers of employment are subject to satisfactory references, medical clearance, checks of qualifications and any other checks as appropriate, e.g. Asylum and Immigration checks and Criminal Records Bureau checks in line with the School's Safeguarding Policy. A contract with terms and conditions, working hours and salary is then provided for the candidate by Torbay Council HR Services.

Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed, the line manager / headteacher is responsible for preparing a comprehensive induction programme for the new employee.

Monitoring And Evaluation

The impact of the School's Staff Recruitment and Appointment Procedure will be monitored through school improvement updates for governors. This procedure will be reviewed as part of the standard cycle of review and will take into account initiatives and progress in this area.

Signed _____ Headteacher

Signed _____ Chair of governors

Date _____