

**St. Bartholomew's C of E Primary School
Sydenham**



Recruitment Policy

Scheduled Review Date: December 2017

Introduction

1. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
 - Attract the best possible applicants to vacancies;
 - Deter prospective applicants who are unsuitable for work with children or young people;
 - Identify and reject applicants who are unsuitable for work with children and young people.

Statutory Requirements

2. There are some statutory requirements for the appointment of particular staff in schools – notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and we follow the Southwark Diocese Board of Education procedures.

Safer Recruitment

3. The Headteacher and at least one governor have received accredited training in Safer Recruitment.

Inviting Applications

4. Advertisements for posts – whether in newspapers, journals or on-line, will include the statement:
 - *We do not discriminate against anyone, be they staff or pupil, on the grounds of their race, religion or belief, attainment, age, disability, gender, gender reassignment, sexual orientation or background.*
5. Prospective applicants will be supplied, as a minimum, with the following:
 - job description and person specification;
 - the school's child protection policy;
 - the selection procedure for the post;
 - an application form.

The Recruitment Policy (this policy) will be available on request.

6. All prospective applicants must complete, in full, an application form similar to that supplied by the Southwark Diocese Board of Education.

Short-listing and References

7. Short-listing of candidates will be against the person specification for the post based on the application form and the supporting statement.
8. Where possible, references will be taken up before interviews, so that any discrepancies can be probed in the interview. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
9. Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
10. Where necessary, previous employers, who have not been named as referees, will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

11. Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
12. School employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

13. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
14. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
15. Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

16. All successful applicants are required:
- to provide proof of identity
 - to undertake a DBS application and receive satisfactory clearance
 - to provide actual certificates of relevant qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK

Induction

17. All staff, who are new to the school, will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
18. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Requests To Work Part-Time

19. Due to the need for stability and the implications regarding best value for money, the school has set a limit of 20% part-time teachers at any one time.

Monitoring and Review

20. The application of this policy will be monitored by the Headteacher and the policy will be reviewed every 2 years, as a minimum.