



**Policy  
On  
Recruitment  
June 2020**



## 1. Title: Recruitment Policy

## 2. Introduction

The success of Silver Crest School relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient and effective. To this effect, our school has adopted the implementation of this policy.

Safe Recruitment is highly emphasized at Silver Crest School as we shall ensure a consistent and thorough safe recruitment process of personnel, voluntary or paid who have direct or indirect contact with children in order to ensure that those recruited are suitable.

At Silver Crest School, we ensure the following:

- i) That child protection is integrated into the induction programme of newly recruited staff
- ii) We will ensure our recruitment process is thorough and due diligence will be carried out on every intending personnel.
- iii) We ensure that a minimum of two professional references of which one must be the last employer shall be obtained from the candidate.
- iv) Every newly recruited staff must sign a commitment to the organization's Child Protection Policy as a condition of employment

## 3. Purpose

The purpose of this policy is to:

- provide the conditions and criteria for all recruitment activities of the school
- To ensure the recruitment of both permanent and fixed term staff (including voluntary) is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants

## 4. Aims and Objectives

- i) The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school.
- ii) The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:
  - leave a positive image with unsuccessful applicants
  - give successful applicants a clear understanding of the post and what is expected of them
  - reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.
- iii) To ensure a consistent and equitable approach to the appointment of all school staff.



- iv) To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- v) To ensure the most cost effective use is made of resources in the recruitment and selection process.

## 5. Scope

This policy applies to all the school employees responsible for and involved in recruitment and selection of all staff.

The ultimate responsibility for recruitment and selection lies with the Director of the school. The Director can delegate the responsibility to the senior leadership members for appointing academic and non-academic staff other than those to the leadership position.

## 6. Key Measures

### Principles:

The following principles are encompassed in this policy:

- i. All applicants will receive fair treatment and a high quality service
- ii. The job description and person specification are essential tools and will be used throughout the process.
- iii. Employees will be recruited on the knowledge, experience and skills needed for the job following this process:
  - An advert will be placed on online job boards with the authorization and approval of the Director stating the requirements needed from the candidates and giving the description for each position.
  - The advert will appear for a minimum of 10 working days prior to deadline for receiving applications.
  - A selection is done from the CVs received and the shortlist is passed to the user department to confirm suitability before applicants are invited for an interview.
  - The interview process for teachers involves micro teaching exercise.
  - The interview panel will reach a consensus about the required standard for the job to which they are appointing;
  - The interview panel will consider the issues to be explored with each candidate and those on the panel will ask about each of those;
  - The interview panel will agree their assessment criteria in accordance with the job description.
  - Where a candidate is known personally to a member of the interview panel it will be declared before the interview takes place. It may then be necessary to change the member of the panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.
  - In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore: the candidate's attitude toward children and young people; his/her ability to support the school's agenda for safeguarding and promoting the welfare of children; gaps in the candidate's employment history; concerns or discrepancies arising from the information provided by the candidate.
  - Final interview with the Director



- Candidates shortlisted after this session are invited to discuss remuneration and other terms. Once an offer has been made and accepted, the new staff signs an acceptance of employment and is encouraged to read through the handbook provided before a scheduled one-week induction programme, to welcome him/her into the workforce.

## **7. Roles and Responsibilities**

7.1 Head of Human Resources is to:

- ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements
- monitor the school's compliance with them

7.2 The Head of School and Human Resources department are to:

- ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- promote welfare of children and young people at every stage of the procedure

## **8 Monitoring and Review**

This policy will be monitored by the Head of School and Human Resources Management

This policy will be due for the next review in June 2023 or when necessary by the management.

