



THE GROVE

INDEPENDENT SCHOOL

The Grove School

Policy and procedures for Staff Recruitment and Selection

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For use by anyone involved in the selection and recruitment of staff at The Grove School

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Policy Statement and aim

At every stage of the appointments process, the school is committed to upholding all the principles included in the single equality scheme and equal opportunities policy, and to the highest possible standards of child protection. These principles apply to all categories of employees at The Grove School.

The Grove body firmly supports the assertion that without a committed quality staff it is not possible to provide the required quality of education for the pupils. Therefore, within its powers, The Grove will make every attempt to recruit the best possible candidate for any post in this school, irrespective of the nature of that post.

Scope of document

This document applies to the recruitment and selection of all staff to be employed at the school. At all times, The Grove aims to meet the requirements of the anti-discrimination legislation 1975–2010 inclusive and will comply with all requirements to safeguard children.(KCSIE 2016)

Procedure

Overview

The appointment process is as follows:

1. Identification of need.
2. Determination of the contract and salary (/range) to be offered.
3. Preparation of person specification and concise job description and other necessary documentation.
4. Determination of the job search and advertising strategies.
5. Determination of closing date.
6. Long and/or short listing of applicants for interview.
7. Decision on obtaining references and detail to be requested for each candidate.
8. Planning the structure of the interview selection day or days.
9. The final selection process.

Pre-employment checks. Identity, Barred list/List 99, professional qualifications, enhanced disclosure (or DBS Status check), overseas checks (including EEA), where applicable, right to work in the UK, prohibition from teaching check, prohibition from management check.

We will also check employment history, take up two separate references, and get candidates to sign a medical fitness declaration as well as a disqualification from childcare declaration.

1. Identification of need.

Should a current vacancy arise at the school, a decision will be made by the senior team about whether to fill the post or not, and if so, whether the job requires modifying in any way.

2. Determination of the contract and salary (/range) to be offered.

A decision will be made about the tenure of the post and the salary or salary range will be agreed.

3. Preparation of person specification and concise job description and other necessary documentation.

The job description for the post along with the person specification will be prepared, or revised as necessary, and agreed with the senior team.

4. Determination of the job search and advertising strategies.

All posts will be appropriately advertised, including reference to the fact that the school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and the DBS. An application form, equal opportunities monitoring form, job description, the school's Child Protection and Recruitment and Selection policies may be downloaded from the School's website or will be sent to applicants on request. The application form should be completed and returned together with requested documents, and a current CV.

5. Determination of closing date.

Where possible, a closing date and date of interview will be indicated on the advertisement.

6. Long and/or short listing of applicants for interview.

Applications from candidates will be shortlisted against the criteria of the person specification and duties described within the job description.

7. Decision on obtaining references and detail to be requested for each candidate.

References will be taken up before interview for shortlisted candidates unless the candidate withholds permission on the application form. The reference request form will ask, where the applicant has formerly worked with children, to give any reason why the applicant should not be employed to work with children. Contact will be made with the school (if applicable) at which the candidate last worked, if he or she is not currently working in a school, in order to confirm employment details and reasons for leaving. Where further clarification is required, written references may be followed up with a telephone call.

8. Planning the structure of the interview selection day or days.

Those involved in the interview will agree on the format and structure of the interview and whether any test are involved.

9. The final selection process.

Shortlisted applicants will be invited to attend for an interview and will be advised of the documents to bring with them as identity checks. This is for safeguarding

purposes, and candidates must bring with them photo identification such as a current passport or driving licence, as well as evidence of qualifications, and evidence of the right to work in the UK.

At least one person involved in the appointment will have undertaken accredited safer recruitment training, and at least two people will be involved in the entirety of the appointment process.

Teaching posts: In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

Pre-recruitment checks

The school will maintain a statutory single central record relating to all checks.

Pre-recruitment checks.

- Identity,
- Barred list/List 99,
- professional qualifications,
- enhanced disclosure(or DBS Status check)
- overseas checks (including EEA), where applicable,
- right to work in the UK ,
- prohibition from teaching check,
- prohibition from management check.

We will also check employment history, take up two separate references, and get candidates to sign a medical fitness declaration as well as a disqualification from childcare declaration.

Supply Staff

The school will maintain a statutory single central record relating to all checks. Any supply staff used at the school will be recorded on the SCR with the following entries for each individual

- date of written notification from the supply agency that it has made checks of:
- identity
- Barred list/List 99
- qualifications
- Overseas checks (including EEA), where applicable

- Right to work in the UK
- prohibition from teaching
- date of written notification that it is it or another agency has received an enhanced disclosure, and the date of the disclosure.
- Whether the agency has supplied a copy of the enhanced criminal record certificate.

The Office Manager will check the identity of the supply staff themselves, in addition to the check of the identity made by the agency.

Following the interview

The candidates will be notified as soon as is practicable about the outcome of their interview. For the successful candidate, previous employers will be contacted where necessary unless reference have already been taken up.

An offer letter will be prepared, noting that the offer is subject to satisfactory checks, references, and an initial satisfactory probationary period. Accompanying this letter will be two forms to be returned on their first day at work (details of bank account, next of kin etc). A start date will be determined with the employee.

What to do if a disclosure is delayed?

If an enhanced criminal record check is required but the DBS certificate is not available before a person starts work in regulated activity, the Principal may allow the member of staff to start work if

- After a satisfactory check of the barred list the person will be working in a regulated activity.
- All other relevant checks have been completed satisfactorily
- Provided that the DBS application has been made in advance
- With appropriate safeguards taken (eg loose supervision)

First day at work

New staff must be informed that they are expected to disclose any convictions whether received during or before their appointment.

A DBS check will be necessary prior to starting the job. The new employee will be required to hand to their line manager their completed forms containing their personal details, and their P45 if they have one. Safeguarding, fire prevention awareness and accident reporting must be covered during the first day of employment.

During the first week the line manager will work through an induction checklist with the new starter, and any initial outstanding training needs will be identified.

Audit and monitoring

This guidance will be monitored on an annual basis by the document authors or their successors, and the procedures will be audited three yearly to ensure that they have been correctly followed.

References and associated documents

School Staffing (England) Regulations 2009 as amended in 2012

The Education (Specified Work Regulations) (England)

The Education (School Teachers' Qualifications Regulations) (England)

The 1998 School Standards and Framework Act

The Education Act 2002: The Safeguarding Vulnerable Groups Act 2006

The Milton Keynes Safeguarding Children Board Safer Recruitment Guidance 2013

Keeping Children Safe in Education (September 2016)

Implementation and dissemination

This document will be made available on the school website and on request.