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**ANDOVERSFORD PRIMARY SCHOOL**

# **Recruitment Policy**

**Date Ratified: 27.02.2023**

**Signed on Behalf of the Governing Body:**

**S. Hewlett**

**Chair of Governors**

**Date for Review: February 2025**



# ANDOVERSFORD PRIMARY SCHOOL

## Recruitment Policy

This policy should be read alongside the Recruitment and Selection Guidance for Gloucestershire Schools, found on Schoolsnet: <https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/hr-employment-handbook-and-advice-line/recruitment-and-selection/>

### Recruitment

Andoversford Primary School is committed to safeguarding and promoting the welfare of children and young people. The safe recruitment of staff is the first step in accomplishing this. At Andoversford, we seek to attract, recruit and retain staff and volunteers of the highest calibre who share this commitment.

We recognise the value of a diverse workforce and aim to provide a supportive and flexible working environment for all its members of staff. At Andoversford, we ensure that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. This document provides a good practice framework to comply with the principles set down in the School's Equality Policy.

The aims of our recruitment policy are:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability of the individual
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief or sexual orientation as outlined in the Equality Act 2010
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that all employment checks are recorded clearly on the electronic Single Central Register (SCR)

### Who Is Responsible for Recruitment?

The headteacher is responsible for recruiting new members of staff at Andoversford Primary School. The Governing Board are responsible for recruiting a headteacher, governors and a Clerk to Governors. All recruitment panels will have at least one member who has undertaken Safer Recruitment training in the last 5 years.

The headteacher, with support from the School Business Manager ensures that the school operates safe recruitment procedures and carries out all appropriate checks on all staff, work experience students and volunteers who work at Andoversford Primary School. The School Business Manager, in conjunction with the Headteacher, ensures all pre-employment checks are complete before employment begins and that they are recorded on the Single Central Register.

# The Recruitment Process for Staff

## Advertising

To ensure equality of opportunity, we advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement using the Gloucestershire Schools Vacancy Website. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate. In line with the school's responsibilities in KCSIE 2022, the recruitment pack for potential applicants will include:

- The school's child protection and safeguarding policy
- The school's policy on employment of ex-offenders

## Applications

Applicants will receive a job description and person specification for the role applied for. We encourage potential applicants to visit the school to find out more about the role and the school. All applicants for employment will be required to complete a confidential application form containing questions about their academic and employment history and their suitability for the role. The school does not accept a curriculum vitae in place of an application form.

Once the application deadline has passed, applications will be examined for suitability and a shortlist will be invited to attend a formal interview at which their relevant skills and experiences will be discussed in more detail. Where it is useful, references may be requested to support the shortlisting process.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare
- any relevant overseas information

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature on an application form, the shortlisted candidate will be asked to physically sign a hard copy of the application at point of interview. Applicants should be aware that providing false information on an application form is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at Andoversford Primary School, we are required to report the matter to the Disclosure and Barring Service, the Police and other relevant professional bodies.

The school will carry out an online search as part of their due diligence on the shortlisted candidates.

## **References**

References are sought to verify the information shared on an application form, verify there are no safeguarding concerns and to further ascertain a candidate's suitability for the role. At Andoversford, we only accept references from an individual who knows the candidate in a professional capacity. At least two references are sought, including a reference from the current or most recent employer. References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

## **Interviews**

The interview process will include selection tasks that are appropriate for the role and may include:

- Guided tour
- Lesson observation
- Intervention task with a small group
- Reading with pupils
- Unseen written task
- In-try task
- Interaction with pupil tasks
- Formal interview

We want to make sure the selection process identifies if the interview candidate is right for the school, but also if the school is right for the candidate. Candidates will therefore also be invited to spend time getting to know the school site, staff and pupils.

Shortlisted applicants will be required to provide proof of their identity, qualifications and professional status by producing documentation on the day of interview. References will be obtained prior to the date of the interview.

We require applicants to account for any gaps or discrepancies in employment history on the application form. Where any applicant is shortlisted, any gaps will also be discussed at interview.

## **Offer of Employment**

Following the selection process, a suitable candidate will be offered the role verbally and in writing. The offer of employment is conditional until the pre-employment checks have been completed. The successful candidate will be asked to confirm their acceptance of the role in writing, so that the pre-employment checks and induction process can begin.

A start date will be mutually agreed with the successful candidate, taking into account the relevant notice periods and other factors. This start date remains provisional until the pre-employment checks have been completed.

## **Pre-Employment Checks**

All offers of employment at Andoversford Primary School are subject to our pre-employment checks, which include:

- a satisfactory DBS clearance for child workforce
- verification of qualifications, including QTS for teachers
- verification of the right to work in the UK

- verification that the individual is not included on the prohibition from teaching list
- proof of address and of identity
- occupational health pre-employment assessment for medical fitness
- additional Overseas Checks are conducted for any applicant who has lived outside of the UK in the past 5 years

### **Retention of Information**

At Andoversford we follow the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). If an applicant is appointed, any relevant information provided on their application form, together with any attachments and evidence of the pre-employment checks completed will be stored on their personnel file. At Andoversford, we store all confidential personnel files in locked, non-portable storage containers which can only be accessed by the School Business Manager and Headteacher. Personnel files are kept for six years after the date the individual ceases their employment at the school, at which point the file is securely and confidentially destroyed.

If the application is unsuccessful, all documentation relating to the application will be securely and confidentially destroyed after six months from the interview date.

# The Recruitment Process for Governors

## Types of Governors

At Andoversford Primary School, the Governing Board is made up of different types of governors, who are representative of the range of stakeholders in the wider school community. Although Governors are either elected or appointed in different ways, they are all equal on the governing body.

- The Headteacher is an automatic governor when appointed (also called an ex-officio governor)
- Parent Governors are elected by the parent body by a ballot
- The Staff Governor is elected by the members of staff in the school
- Co-opted Governors are appointed by the governing board if it believes they have the skills required to contribute to the effective governance and success of the school
- Local Authority Governors are nominated by the local authority
- Partnership Governors are individuals who are nominated by the parents of registered pupils at the school and "such others in the community served by the school as they consider appropriate" where the school doesn't have a religious character

The Governing Board has discretion in whether to appoint nominees. The decision should be based on whether they have the skills needed to contribute to the effective governance and success of the school.

## Advertising

The Governing Board may advertise vacancies on the board through local community publications, community notice boards and writing to residents and businesses in the local area who may be able to provide a suitable individual. Any potential candidates are assessed for suitability before being appointed to the board.

In the case of parent governors, the school community are informed of a vacancy on the governing board and individuals are invited to stand in a parent election if they feel they have the relevant skills required for governance. A vacancy for a staff governor is advertised internally and an election is held amongst staff members. In both cases, a ballot is held where there are more candidates than there are vacant positions. The successful candidate is then appointed to the board.

## Assessing Candidates

The Governing Board must assess the suitability of Co-opted, Partnership and Local Authority Governors. Governors can come from a range of backgrounds and will bring a wealth of skills from their personal or professional life. A key quality is being interested and committed to supporting the best interests of the school. There is a time commitment, and potential governors must have the time to attend meetings; prepare for meetings by pre-reading documents and be able to take part in school monitoring visits.

A skills matrix of existing skills is kept, so that newly appointed members can compliment the skills already available on the board. Candidates are also invited to visit the school, meet the head and chair and receive information about the role of a governor. It is very important that the school is right for the candidate and the candidate is right for the school, so time to ask questions of each other is organised.

## Appointing New Governors

Once the board have confirmed that a candidate has the right skills and experience, they will undergo the relevant checks, which include:

- a satisfactory DBS clearance for child workforce
- a satisfactory section 128 check

- proof of address and of identity
- additional Overseas Checks are conducted for any applicant who has lived outside of the UK in the past 5 years

Once the checks have been satisfactorily completed, the newly appointed governor will begin the induction process.

### **Criminal Convictions**

If you have a criminal record that needs to be disclosed, it will not automatically prevent you from being selected as member of staff, volunteer or governor. However, there are certain offences which prohibit being involved in a school. When considering a person's suitability to become part of the Andoversford Team as a member of staff, volunteer or governor, we will review:

- The length of time which has passed since the offence without any further convictions
- The seriousness of the offence and whether it may be relevant to a person's position at the school
- Whether it would be proportionate to remove a person from the profession or prevent them joining the profession on the basis of the offence committed
- Whether any children directly involved either as victims or in terms of being put at risk
- The explanation provided by the applicant

In some cases, additional clearance from the Local Authority will be required before a position at the school can be offered.