

## RECRUITMENT POLICY – ASSOCIATE STAFF

*Last update: May 2021*

This document describes the recruitment policy for all associate staff at Katharine Lady Berkeley's School. All provisions of the Keeping Children Safe in Education (2020) are incorporated within this policy. A separate policy covers the recruitment of teaching staff.

### 1 Opening Statement

- 1.1 This policy will apply to the recruitment of all associate staff.
- 1.2 Decisions concerning the need to recruit staff are delegated to the Headteacher by the Governing Body. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.
- 1.3 Decisions concerning the remuneration for posts will be made in accordance with the Governors' Pay Policy.

### 2 Equal Opportunities

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation.

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

### 3 Advertising

- 3.1 All posts which are newly created or where the previous postholder has moved to a new post will be advertised. Advertisements will be placed in the school newsletter and/or on the eTeach website. An advertisement will also be placed in the local press where it is likely that this will attract additional candidates. Where a suitable national publication exists which is relevant to a particular post, an advertisement may also be placed in that publication.
- 3.2 The advertisement will include the following information:
  - Title of the post;
  - Whether all year or term time only
  - If term time only, clarification of the number of INSET days worked;
  - Number of hours per week;
  - Start, finish times and lunch entitlements may be included;
  - Pay scale on the Local Government National Joint Council Scale;
  - The closing date for applications.
- 3.3 Advertisements for posts which require specified formal qualifications will include the following:

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment will be subject to references

which are satisfactory for the advertised post, enhanced DBS with barred list information, qualifications and identity checks.

For posts which do not require formal qualifications, the above will be modified to:

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment will be subject to references which are satisfactory for the advertised post, enhanced DBS with barred list information and identity checks.

## **4 Application**

### **4.1 Process**

Prospective applicants will respond to the advertisement by requesting or downloading further information, an application form and an equal opportunities monitoring form. The application and equal opportunities forms will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

### **4.2 Applications received after the closing date**

Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by postal delay or a computer/technical problem. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date.

## **5 Selection process**

### **5.1 Long listing and requesting references**

When a large number of applications are received, a long list of the most suitable candidates will be drawn up by an appropriate member of staff together with the relevant line manager as appropriate.

The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the postholder.

References will be requested for all applicants on the long list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary procedures. The referee will also be asked to comment on the suitability of the applicant for the post taking into account the job title or description and the person specification (where available).

In those cases where a small number of applications are received (generally fewer than 10), references may be requested for all applicants obviating the need for long listing. For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

### **5.2 Short listing and calling for interview**

5.2.1 Once references have been received, a short list of candidates will be compiled and these candidates will be invited for interview. The shortlist will usually be compiled by a similar group of staff to those involved in long listing.

5.2.2 Candidates will only be invited to interview once at least one satisfactory reference has been obtained which confirms that the referee knows of no reason why the candidate should not work with children. In most cases, two such references should be obtained

- 5.2.3 When the candidates are invited for interview, they will be given information concerning the interview.

### 5.3 Interviews

- 5.3.1 For non-teaching posts, candidates will be called for interview at various times during the day. They will meet with relevant staff and be shown the area of the school in which they would be working before their formal interview.

The formal interview panel will generally include the relevant associate staff section leader and, for more senior associate staff posts, the Headteacher or a Deputy/Assistant Headteacher.

- 5.3.2 For Learning Support Worker posts, the interview panel will include:  
A member of the Senior Leadership Team and the Special Educational Needs Coordinator.

- 5.3.3 For all posts, at least one person on the interview panel must have current Safer Recruitment accreditation .

- 5.3.4 When candidates attend for interview, they will be expected to provide:
- originals of the relevant certificates as proof of their qualifications where these are required for the post;
  - suitable proof of identity (driving licence photocard, passport or other photo id).
  - proof of address – recent utility bill, bank or credit card statement.
- These will be checked by the Human Resources Manager.

- 5.3.5 Interviews should normally be no longer than necessary. Evidence indicates that extended interviews do not provide additional information about candidates and can protract the selection process unnecessarily.

- 5.3.6 The candidates should each be asked the same questions. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process. If such questions are asked, a similar framework should be used for each candidate for these questions and they should not form more than 25% of the interview.

- 5.3.7 At the end of the interviews, the candidates should be asked if they have any questions for the panel.

- 5.3.8 The chair of the panel will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

- 5.3.9 Final decisions will be communicated to candidates as soon as possible, normally towards the end of the interview day.

### 5.4 Making the final selection

- 5.4.1 The panel will make the final selection according to agreed criteria. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel can provide feedback to those candidates. The Headteacher will confirm the selection suggested before any offer is made.

- 5.4.2 The successful candidate will then be formally offered the post and the salary level will again be confirmed. The offer will be made subject to:
- a satisfactory enhanced DBS with barred list information check;
  - the receipt of a completed health check questionnaire;
  - receipt of signed hard copies of references where these have not already been received;

- a valid work permit for overseas candidates;
- a six month probationary period;
- agreement to complete safeguarding training as soon as possible and not later than one month after the start of the contract.

5.4.3 The unsuccessful candidates will then be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. Please note that the successful candidate is not offered feedback.

## 6 Confirming the appointment

- 6.1 A letter confirming the offer of the post will be sent to the successful candidate on the next working day following the interview. The letter asks the candidate to confirm their acceptance of the post and to state that it will be assumed that they will contribute to the Local Government pension scheme unless they write specifically to the contrary. The letter will also reaffirm any conditions to which the appointment is subject ref 5.4.2 above.
- 6.2 Paperwork including a formal contract, bank details request, DBS check forms and other details will be sent to the successful applicant, either with the above letter or on receipt of the letter confirming acceptance.

## 7 Taking up the post

- 7.1 Candidates may not take up their post until the following have been completed:
- An enhanced DBS with barred list check application has been completed and a member of staff with current Safer Recruitment training has seen the DBS certificate;
  - Proof of identity has been recorded (ref 5.3.6);
  - Qualifications check has been recorded (ref 5.3.6);
  - Signed hard copies of references have been obtained and placed in the candidate's file;
  - A valid work permit has been received for overseas candidates;
  - The candidate's details have been added to the school's Single Central Record.
- 7.2 The school reserves the right to not to proceed with the appointment or to terminate employment with immediate effect if the DBS check reveals convictions which have not been declared on the application form or if any of the documents referred to in section 7.1 have been falsified in any way.

Associated policies:

Safeguarding  
Single Equality Scheme

Discussed and approved at Finance and Staffing: May 2021  
Next Review: May 2023