

## Recruitment Policy

NHSG is committed to equal opportunity in employment.

We aim to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

No employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment, creed or disability in any matters to do with employment.

We are committed to fair recruitment and selection, and to appointing on merit, in accordance with the procedures which take best practice into account.

All appointments of staff and volunteers after 1<sup>st</sup> May 2007 must comply with the Disclosure and Barring procedures. Details of checks carried out on existing and new staff must be entered on the School's Central Register.

We are committed to the safeguarding of children and child protection screening will apply to all posts.

Reviewed August 2021  
Next Review Date August 2022

## Recruitment Procedures

### Permanent Full and Part-time Teachers/Admin & Support Staff

#### 1. Advertising Post

Full-time advertising arranged by CJD Advertising for TES and other appropriate publications.

**Deadline for TES - Monday 4pm**

#### Internet

E-mail to Trust Personnel for GDST Website  
Enter information onto NHSG Website  
Indeed or other appropriate websites

#### 2. Paperwork required for application pack to be placed on CoreHR Recruitment Portal

##### Personal Specification

Head of Faculty provides

- Draft Job Description/Person Specification

##### Application Packs

Applications are completed on line via CoreHR Recruitment Portal

## Interview Process

- All candidates have the opportunity to:
  - tour the school, when it is in session, involving pupils in the process where relevant
  - meet the Head of Faculty and Faculty staff
  - meet the Senior members of staff
  - discuss fully the post, job description, salary, other duties, contract, working hours, any gaps in employment history or unusual career moves will be explored.
- Lessons are usually observed by a member of SLT and Head or Deputy Head of Faculty.
- There is **usually an interview with a 'Pupil Panel', led by a Sixth Former.**
- Candidates usually have lunch with members of the Faculty.
- Members of the interview panel will be Head, Deputy Head, Head of Faculty or possibly another member of SLT or Governor depending on the role.
- Notes of the interview are retained.
- Candidates are asked to bring a valid passport to allow an identity and Asylum and Immigration check on the day of the interview and a photocopy taken of the original document.
- Proof of qualifications are photocopied. A copy of the driving licence if the appointee is required to drive a minibus. Photocopies of certificates, diplomas are not accepted unless properly certified by the awarding body.

## 3. Processing Applications

### On receipt of applications

- Acknowledge receipt of application via CoreHR
- Application Form can be viewed and printed via CoreHR and send to relevant HoF – original to Head
- Arrange meeting for Shortlisting for after closing date
- Arrange interview dates and timetable – liaising with Head/Deputy Head and Head of Faculty to agree a suitable interview date.
- Put together a suitable timetable - teachers will teach a class with member of SLT observing, there should be a tour of school, time with HoF and lunch with selected members of staff and pupils should also be included.
- Telephone candidates and inform them that they have been selected and give them an outline of the day.
- Send letters to candidates inviting them to interview by e-mail and first class post (including a copy of School Prospectus, details of lessons and IEPs)
- Request references - 2 for each candidate

- On receipt of references copy to relevant staff and telephone referee to verify
- Email staff evaluation forms for staff to complete
- Print off evaluation forms for pupils being taught
- Arrange suitable lunch
- Arrange for refreshments for during the interview
- Arrange for refreshments to be available throughout the day for the candidates
- Arrange for members of staff to do tours
- Arrange for name badges to be made as required
- Print off forms for completion after interview
- Inform ICT of any requirements
- Produce interview questions with relevant parties

### **Day of Interview**

- Give copy of timetable to Reception.
- Check that all refreshments have arrived.
- Check that arrangements have been made for lunch ie table reserved if required.
- Meet candidates on arrival and obtain and identification/qualifications
- Ensure that candidates are aware of what they will be doing throughout the day and that the member of staff doing tours knows where to collect candidate.
- Ensure that candidates are taken to and from lessons.

#### **4. Offer of Post**

Offer letter is issued to candidate (2 copies – second copy with acceptance) enclosing the following forms

- DBS information – asking candidate to make an appointment to start the DBS process
- S3 Employee details for Payroll
- S4 Medical Questionnaire (with envelope for return to Head)
- ICT Code of Conduct
- Staff Database Form
- H&S Handbook
- General Consent Form
- Disqualification by Association (if not already received with application)

### **On Receipt of Forms**

- Prohibition from Teaching
- Prohibition for Management (if Head of Faculty or above)
- Enter information onto SIMs
- S4 (Medical Form) check form and if anything untoward give to Head.

### **Confirming appointment**

- On receipt of DBS clearance, date and clearance number is recorded on SIMs.
- Contract of Employment and welcome pack is issued.

## Unsuccessful Interviewees

- Letter is sent to 'unsuccessful' interviewees immediately after appointment has been decided via CoreHR Recruitment Portal.
- Recruitment Response Form sent to Trust.

## Recruitment Administration Procedure for Peripatetic Staff (Self-Employed)

1. HoD advises/asks for relevant forms which include
  - DBS information sent and candidate asked to make an appointment to start process
  - Medical Questionnaire
  - Visiting members of staff engagement form – this will enable me to do a letter of agreement
  - Visiting Member of staff information form – which includes reference information
  - Staff Database Form
  - Data Consent Form
  - Health and Safety Booklet
  - ICT Code of Conduct
  - Disqualification by Association Form – if appropriate
2. On receipt of the above references are taken up and DBS process started (all peripatetic staff are advised how to join the DBS Update Service).
3. Once all checks have been made, an agreement letter is issued (2 copies – one with acceptance agreement)

## Recruitment Procedure for (Supply) Staff

1. The following is sent out to staff who ask to be on Supply Register
  - DBS information sent and candidate asked to make an appointment to start process
  - Medical Questionnaire
  - Application Form
  - Staff Database Form
  - Data Consent Form
  - S3
  - Health and Safety Booklet
  - ICT Code of Conduct
  - Disqualification by Association Form if necessary
2. On receipt of the above references are taken up and DBS processed (Supply Staff are expected to subscribe to the DBS Update Service – this can be reclaimed from School)
3. Once all checks have been made an offer letter and contract is issued (2 copies – one with acceptance agreement).

## **Supply Staff recruited through an Agency**

When using an Agency the Agency form must be completed prior to anyone starting in the School and on the first morning the supply teacher comes in to work, they must meet with the Deputy Head Academic to receive appropriate Safeguarding Training and the relevant safeguarding form are signed and given to the HR Assistant for recording and filing. Qualifications, DBS Clearance, photographic identification (Passport preferred) are checked and photocopied by either the Deputy Head or the HR Assistant.

## Guidelines on DBS requirements for Peripatetic Staff, (Sports Coaches and Music), Outside Agencies, Visiting Staff and Volunteers

Please note that it can take several weeks for DBS checks to be complete therefore please ensure that there is sufficient time for all the necessary paperwork to be completed before an individual member of staff is required

### Peripatetic Staff

In order to adhere to DBS and Safeguarding requirements all Peripatetic/Visiting staff must be registered on the Central Register and undergo DBS checks and subscribe to the DBS Update Service (HR Assistant to check update service during the summer break and record on SIMs), references must be taken up and safeguarding training **completed before they start work**. The following fall into this category:

- Peripatetic Music Staff
- Sports Coaches
- Individuals who visit school frequently i.e once per week or more often

### Agency Staff

If the School pays an agency direct for their services **we require the following before the individual starts work with us**

- Completion of Agency Form confirming that the agency for each individual they are sending that all the necessary recruitment and safeguarding checks have been carried
- sight of the **original** DBS certificate (which the individual should have) – this should be given to the HR Assistant to check and complete a List 99 check

### Visitors to School

Visitors who have only brief or irregular contact with girls but are in the presence of a member of staff must have a List 99 check – this can be done through HR Assistant by providing the following information

- All Surnames ever used
- All Forenames
- Date of Birth

### Volunteers

- Regular volunteers i.e., people coming into school 2-3 times a month require a DBS check and references need to be **taken up before they start**.

- Volunteers who is likely to be left along with a pupil must have references taken up, DBS clearance and safeguarding training before starting.
- Volunteers should not be used EYFS Setting.