

# Recruitment and Selection Policy

November 2021



## 1. Policy Statement

This policy aims to define the standards and processes that St Columba's School will adopt in order to fairly attract, employ and retain high quality employees.

St Columba's School needs competent and professional employees at all levels in order to operate effectively. The School is committed to adopting the most effective means of attracting and securing the best people and ensuring that all processes, procedures and recruitment literature reflect a consistent approach.

This policy should be read in conjunction with other St Columba's Policies, namely:

- Equalities Policy
- Data Retention Policy

The Board of Governors has overall responsibility for the implementation, review and updating of this policy, but has delegated day-to-day responsibility of its implementation to the Rector.

## 2. Related Processes

### 2.1 Recruitment Authorisation

Recruitment of all temporary and permanent vacancies to St Columba's School must be agreed with the Rector. Salary banding for all posts will be agreed by the Rector and the Bursar.

The Rector must

- ensure that an up-to-date and justifiable job description and person specification is prepared for each vacancy
- agree the most effective recruitment process to be used for the identified vacancy
- agree the dates of the recruitment schedule, including:
  - date of advert placed in press and on social media
  - closing date of applications
  - date for short-listing panel to meet and score applications
  - date for interviews
- agree the participants of the short-listing and interview panel.

All posts will be advertised with a salary band attached. Successful candidates who meet the minimum criteria will be placed at the appropriate salary. Where the candidate demonstrates the majority of the essential criteria or they require a professional qualification, they may be taken on a lower salary which will be amended on completion of the qualification.

## **2.2 Recruitment of Temporary Employees**

Where the Rector has authorised recruitment of a temporary colleague, such colleague may be sourced through approved Recruitment Agencies. The Bursar is responsible for sourcing and costing Recruitment Agencies.

## **2.3 Advertising and Notification of Vacancies**

### **2.3.1 Internal Advertising**

- Authorised vacancies will usually be advertised internally. Exceptions may be made as a result of career development appointments or restructuring where an existing role may potentially be redundant.
- The Rector will distribute internal vacancy information via email to all employees.

### **2.3.2 External Advertising**

- External advertisements being placed in the media must be approved by the Rector and placed to comply with School styles and statutory obligations, including equal opportunities.
- The Rector will determine:
  - where advertisements are placed – e.g. websites, specific journals, associated bodies, etc
  - whether school-approved recruitment agencies/consultancies may be used (all agencies/consultancies will be briefed fully on the vacancy details by the Rector or the Bursar, to ensure consistency of approach).
  - Job centres may also be used. Full vacancy details, along with application packs will be co-ordinated and issued.

## **3. Application Procedure**

It is important that the application experience is positive for all applicants. This will ensure that unsuccessful applicants who may be future parents, associates or colleagues are left with a positive image of St Columba's School.

All applications received will be treated confidentially.

- Short listing of all applications received should be carried out as soon as reasonably practicable after the closing date by members of the appointed panel.
- Applications will be shortlisted/scored against the essential criteria of the Person Specification distributed to candidates within the application pack.
- All applicants not invited to attend for interview should be informed in writing as soon as a decision has been made.
- Successful candidates will be invited for interview in writing, giving sufficient notice for preparation. A copy of the short-listing scoring sheet and copy of all application documents will be retained on file for six months, in case of any future enquiries.

### **Internal Applicants**

- Existing colleagues will undergo the same process as external applicants and will be selected to attend an interview only if they meet the criteria established within the person specification for the job and are short-listed for the position.
- All internal candidates must advise their Manager of their application and complete the same application documents as external candidates.

## **4. Selection Process**

The Rector, the Head of Junior School and the Bursar are responsible for the appointment of all permanent and substitute teaching and non-teaching staff. Appointment committees for such posts will be chaired by the most appropriate one of these roles. It should be noted that:

- The Director of Music is responsible for the appointment, on a self-employed basis, of peripatetic music staff in consultation with the Rector.
- The Depute Rector (Day-to-Day) is responsible for the appointment, on a self-employed basis, of peripatetic staff for the Piping and Drumming programme in consultation with the Rector.
- The Director of Sport is responsible for the appointment, on a self-employed basis, of sports coaches in consultation with the Rector.
- The Depute Rector (Academic) is responsible for the appointment of exam invigilators in consultation with the Rector.
- For the Senior Depute Rector and Head of Junior School appointments, the short listing / interview panel will always include the Chair of the Board of Governors, or their representative, as a member.
- For Senior School teaching staff and members of the Leadership Team the Rector will always be on the short-listing/interview panel.

- For Junior School teaching staff the Head of Junior School will always be on the short-listing / interview panel.
- For non-teaching posts the Bursar or the Rector or the Head of Junior School will normally be on the short-listing / interview panel.

All those involved in selection decisions should be fully aware of their responsibilities under relevant School policies and legislation. All processes used will be reviewed and validated regularly by the Bursar to ensure they are fair and reliable.

The Rector, Head of Junior School or the Bursar, in consultation with other interview panel member/s, will compose a list of questions to ask all interviewees. Where required, a presentation topic will also be set by the panel.

Panel members should note the following:

- All interview comments recorded should be factual, objective and non-discriminatory as they may be open to external scrutiny.
- Rejection decisions should be based on perceived lack of capability due to inexperience, inadequate qualifications, etc, not on criteria related to any protected characteristic or TU membership.
- All application documents, interview notes and interview scoring sheets will be retained on file for six months, in case of any future enquiries.

If a member of staff involved in the recruitment process is a close personal friend or has a familial relationship with an applicant, it must be declared as soon as the member of staff is aware of the individual's application.

All unsuccessful candidates will be notified as soon as possible in writing and they should be offered the opportunity for feedback on their interview and the reasons for their non-selection.

## **5. References**

Two references from previous employment will be sought for each candidate invited to attend for interview. For teaching staff a standard form and letter will be sent to the named referee by the Rector or the Head of Junior School.

## **6. Disclosure Checks**

All roles require that a person holds membership in the PVG membership scheme. It is their responsibility to satisfy the panel that their membership is in place. This will be made clear on the recruitment materials.

## **7. Professional Registration**

Where the role requires that a person holds a relevant degree, professional qualifications, membership registration then the candidate has a responsibility to evidence this. This will be required to be evidenced at the time of interview.

## **8. Right to Work in the UK**

Every employer has an obligation to prevent illegal working. It is unlawful to employ an individual who does not have the right to work in the UK or who is working in breach of their conditions of stay in the UK. St Columba's School must carry out checks before the employment starts and, where the employee's right to stay in the UK is limited, annually thereafter. The Rector's PA maintains a records of the checks.

A criminal offence is committed if an employer ought reasonably to have known that it employed someone who does not have the appropriate permission to work in the UK. Prior to starting employment, each new employee must produce evidence of their right to work in the UK, which may be a passport or other official documentation.

The original documentation must be produced, and a copy taken and retained on the employee's file. Where an employee has a limited right to work in the UK, their continuing right to work must be checked when their permission is due to expire.

The validity of the original documents must be checked to ensure that the individual is the person named in them. This will include:

- Checking that any photographs are consistent with the appearance of the individual.
- Checking the dates of birth listed are consistent across the documents and correspond with the appearance of the individual.
- Checking that the expiry dates of any limited leave to enter or remain in the UK have not passed.
- Checking any UK government endorsements (stamps, visas, and so on) to see if the individual is able to do (or prohibited from undertaking) the type of work offered. If the individual holds Tier 4 immigration permission in order to study in the UK, the employer is also required to satisfy themselves that the individual is only undertaking the number of permitted working hours during term time.
- Checking that the documents are genuine and have not been tampered with and belong to the holder.
- If the individual gives two documents that refer to them as having different names, further documentation will be requested to explain the reason for this. The further document can include a marriage certificate, a divorce decree, a deed poll document or statutory declaration.

The copies must be in a format that cannot later be altered, for example, a photocopy or scan. Electronic copies must be made using a non-rewritable format.

When copying passports, the following pages must be copied:

- The front cover.
- Any page containing the holder's personal details.
- Any page containing UK government endorsements, noting the date of expiry and any relevant UK immigration endorsement that allows the individual to do the type of work for which they are employed.

The copy must be signed and dated. All copies must be retained for the duration of the individual's employment and for a further two years after the employment has ceased.

## **9. Appointment**

Where an internal candidate is appointed, their release date from their present role will be agreed by the Rector. For Junior School appointments this will be in consultation with the Head of Junior School and for non-teaching appointments the Bursar will be consulted. This should be as soon as is reasonably practicable and no later than the usual contractual notice period.

All appointment letters and Contracts of Employment will be generated by the Rector using agreed standardised documentation.

All external offers of employment are subject to satisfactory references, the right to work in the UK and proof of qualifications and disclosure checking. All information must be treated as strictly private and confidential. These letters should only be sent by the Rector.

All documentation for recruitment or appointment will be retained at St Columba's Senior School. Documentation will be subject to review Management Team by the Rector to ensure it complies with St Columba's School's standards and data protection and other associated employment legislation.

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