



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

RECRUITMENT POLICY & PROCEDURE

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1. Introduction

This policy provides St. Andrew's Cambridge with a set of recruitment and selection practices for the effective resourcing of employees in an efficient and fair manner. This policy takes into account current employment legislation and must be implemented in conjunction with the Equal Opportunities Policy.

All employees concerned with the recruitment and selection of all established and temporary employees, whether this is in a management or teacher specific role or providing administrative support for the college, must become familiar with this policy and ensure that they comply with the procedures, as detailed below.

St. Andrew's Cambridge is committed to constantly improving the academic standing, performance and efficiency of the College by attracting and recruiting high caliber staff, who are the best candidates available for the job. The college does not employ self-employed teachers/tutors. All teaching staff are employed by the college and receive an annual contract.

2. Legal Requirements

St. Andrew's Cambridge's Recruitment Policy is designed to cover our general approach to recruitment and selection. This Recruitment Policy also follows guidelines suggested by the relevant Codes of Practice from the Equal Opportunities Commission, Commission for Racial Equality and the Advisory, Conciliation and Arbitration Service (ACAS). The codes do not impose any legal obligations themselves, nor are they authoritative statements of law. However, the provisions of the codes are admissible in evidence and can be taken into account in court or in Employment Tribunal proceedings.

The legal issues concerned with aspects of a recruitment/selection process are numerous and include the following:

Unfair discrimination and The Equality Act 2010.

The Act has been amended since its introduction and makes it unlawful to discriminate against a person, either directly or indirectly in employment on the grounds of colour, race, gender, marital status, creed, nationality, religion, sexual orientation, ethnic or national origins, or disability.

Direct discrimination occurs when an individual(s) is treated less favourably, i.e. choosing not to employ a candidate because of his/her ethnic origin.

Indirect discrimination occurs when a requirement or condition has the effect of discriminating unfairly and unjustifiably between one group or individual and another, i.e. insisting upon a higher language standard than is necessary for effective performance of the job could disqualify candidates for whom English is not their first language. Similarly, insisting upon an unnecessary physical requirement could discriminate against one sex in favour of the other.

Data Protection Act 1998

In accordance with the Data Protection Act, data such as selection records, personal details and references should only be requested and stored when this is objectively justified and relevant to the position: further information can be found in the Data Protection Policy.

The Immigration, Asylum and Nationality Act 2006

This Act obliges employers to ensure that they do not employ anyone who is not legally entitled to work in the UK.

3. Job Analysis

The Principal must give careful consideration to the vacancy before beginning the recruitment process. Consideration must be given to:

- the type of position being recruited for;
- the details of the duties to be undertaken by the post-holder;
- whether the position is for a fixed period of time or is an established post and whether it is full or part time;
- whether the vacancy can be filled internally by an employee currently at the end of their fixed term contract or under notice of redundancy.

4. Recruitment Authorisation

- The Principal must obtain authorisation for a vacancy from the Director before recruitment can begin.

5. Job Description and Person Specification

For all new or replacement posts a job description and person specification must be provided. These documents set out the duties of the job and the skills needed to fill it. The objective criteria contained within these documents must consist of minimum standards considered to be essential for the effective performance of the job. Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.

6. Recruitment Sources

The College uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available in a cost effective and timely manner. Vacancies will normally be advertised both externally and internally.

7. Interviews

All interviews must be conducted by more than one person in the form of a panel interview. The panel will consist of the Principal and another qualified person or the relevant head of department. At all times at least one member of the recruitment panel will have successfully received accredited training in safe recruitment procedures.

For all interviews, any personal relationships, or other potential conflicts of interest between panel members and candidates must be declared to the other members of the Panel so a decision can be made as to whether it is appropriate for them to be part of the panel. This is to protect the interests of all parties.

8. Selection

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line will include the statement:

“The college is committed to safeguarding children and young people. All successful candidates will be subject to a satisfactory enhanced DBS disclosure”

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The college’s child protection policy
- The college’s recruitment policy (this document)
- The selection procedure for the post
- An application form

All prospective applicants must complete, in full an application form

Short Listing and References

Short listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. Reference or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidates suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for this post.

College employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

9. Employment Checks

All successful applicants are required:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK.
- A teacher status check will also be completed (via gov.uk)

10. Right to Work in the UK

All candidates are asked to prove their right to work in the UK; this will be checked at the stage of inviting candidates in for interviews. The successful candidate will be asked to provide evidence to the Principal of their right to work in the UK on appointment. The Principal will take a copy of the documentation that is provided. This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland.
- A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

11. Administration

The Principal will issue the conditional written offer letter, the Statement of Terms and Conditions of Employment and other information applicable to the position. However,

starting details will only be issued to the applicant once references have been returned if not seen prior to the selection process. The offer will always be given pending satisfactory references and teacher status check and DBS enhanced check being received. Once the new teacher has received their DBS certificate they are to make it available to the Principal so that it can be checked and the number and date notes on the single central record. The teacher will also be advised of the DBS update service and how to apply. Once starting details have been issued to the applicant, the Principal will arrange for the new employee's details to be sent to the accounts department.

12. Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meeting will be held in the first 3 months of employment between the new employee(s) and the Principal or head of departments.

13. Responsibility

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

The Principal, Director and heads of department are required to keep within the spirit and intent of the policy, as far as possible. Any queries on the application or interpretation of this policy must be discussed with the Principal prior to any action being taken.

The Principal has the responsibility for ensuring the maintenance, regular review and updating of this policy.

Reviewed:

September 2008, 2009, 2010, 2011, 2012, July 2013, July 2014, July 2015 and July 2016.

Next review; 1st August 2017.