

## Recruitment Policy

This document should be read in conjunction with policies and procedures concerning interviews. Details of the recommended procedures for recruitment and selection of staff are given below:

### **1. Recruitment**

Job Descriptions, an Application Form and Notes to Applicants are provided to all applicants for posts at the School. Detailed information about the School is also available to candidates via the school website. Advertisements state the details required relating to the post and any other relevant information. Completed application forms and associated references for advertised positions within the school are kept securely by the Headmaster and/or Bursar until an appointment has been made. Completed application forms and associated references (originals) are kept in the Bursar's office in the staff personal files. All copies of application forms and associated references sent in by unsuccessful candidates are destroyed when an appointment has been made. The other original application forms and associated references are retained for a short while in case the successful applicant does not take up the post and this can then expedite the appointment of a replacement.

### **2. Selection**

**Short listing:** A shortlist of applicants will be selected for interview following assessment against criteria identified in the job description. The job descriptions detail criteria that are desirable for the post holder - these criteria are used during both the selection and interview processes. In this way we hope to match skills to the duties of the post and thereby appoint suitable staff.

**Invitations for Interview:** All candidates are normally informed of the result of the short listing within two weeks of the closing date and are normally given at least one week's advance notice of an interview. Applicants are informed in advance of the interview arrangements including any apparently informal processes that will be involved in any way in the selection procedure. Candidates are usually given a tour of the school by a member of the SMT and are interviewed by other members of the SMT.

At the end of the interview candidates will be asked if there are any questions that they wish to ask or any points/statement that they would like to make in support of their application. References are taken up and often telephone calls are made to referees for clarification of certain points. Gaps in references are always investigated.

**The Successful Applicant:** The successful applicant is informed by telephone that he or she has been selected for the post and that, subject to the various statutory checks, employment will begin at the given time. A verbal acceptance is sought at this stage before a formal letter is issued outlining in full the terms and conditions of employment. A copy is included which the new employee signs and returns as an indication of acceptance of the contents.