

RECRUITMENT POLICY

This policy sets out the mechanism for recruiting staff and highlights the principles behind such appointments. The King's School in Macclesfield has a 500 year old tradition of appointing quality candidates to positions and seeks to further the education of its pupils by this process. King's aims to provide a caring, structured and disciplined learning environment in which all pupils enjoy a wide selection of opportunities to discover and develop their talents and interests to their full potential. The School seeks to promote the highest standards of academic achievement for all individuals in the context of their own abilities. It aims to provide as wide a range of extra-curricular opportunities as possible in order to encourage high standards and teamwork.

King's is committed to ensuring that there will be no discrimination against any individual or group on the basis of social background, race, sexual orientation, religion, age or gender. Offers of employment will be made by an assessment of an individual's merit for the post, taking into account qualifications and experience. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job analysis

Before recruiting for a new, or existing position, the school will gather information about the nature of the job. This includes the content (such as the tasks) making up the job, but also the role's purpose, the outputs required from the job holder and how it fits into the school structure. The skills and personal attributes needed to perform the role effectively also need considering at this stage. This analysis can form the basis of a job description and person specification.

Job description

The written job description, which may also include a person specification, provides information to potential applicants and acts as an aid in selection when making decisions between candidates.

This description can also be used to communicate expectations about standards to employees and managers to help ensure effective performance in the job.

Person specification/job profile

In general, specifications should include details of:

- skills, aptitude, knowledge and experience
- qualifications (which should be only those necessary to do the job)
- personal qualities relevant to the job, such as ability to work as part of a team.

The person specification will be worded to avoid any suggestion of direct or indirect discrimination.

Attracting applications

a) Internal methods

King's encourages internal applicants for all positions and all members of staff in the Foundation are welcome to apply for any position. It is school policy for all such roles to be internally advertised.

b) External methods

Advertisements should be clear and indicate the:

- outline requirements of the job
- necessary and the desirable criteria for job applicants
- reward package (if appropriate)
- job tenure (for example, contract length)
- details of how to apply.

Managing the application process

Applications must be made on the school's standard application proforma form accompanied by a declaration form. In addition, curriculum vitae (CV) may also be attached. The application form states the procedure for taking up references, how these will be used and when they will be requested. The job description should contain details of the positions and clear information about the application and selection procedure. Any information collected for equal opportunity monitoring should be used only for this purpose and be kept separate from information on which selection decisions will be based (for example using a separate piece of paper or detachable slip from the main application form). In line with the Disability Discrimination Act 1995, alternative styles of application will be accepted where appropriate.

Dealing with applications

All applications should be treated confidentially and circulated only to those individuals involved in the recruitment process.

Selecting the candidates

Selection decisions should be made after using a range of techniques appropriate to the time and resources available. Care should be taken to use tools which are relevant to the job and the objectives of the school. All selection procedures should be constantly reviewed to ensure their fairness and reliability and to ascertain that discrimination (direct or indirect) of any kind is avoided.

Shortlisting

The first stage in the selection process is the creation of a list from the pool of applications received of those to be invited for interview or other assessment activity. The process should be informed by the person specification created earlier. This initial process will normally be performed in consultation with the Head of Department in the Senior Divisions and the Principal or Vice Principal in the Junior Division.

Selection interviews

Interviews should always be conducted by trained individuals, be structured to follow a previously agreed set of questions mirroring the person specification or job profile and allow candidates the opportunity to ask questions.

Candidates should be given as much information as possible prior to interview, for example about terms and conditions, to allow them to prepare and to minimise the risk of job offers being rejected.

The school is happy to reimburse reasonable travel costs for attending interviews.

Making the appointment

Offers of employment should be made in writing, outlining the salary, position on the scale and the conditions attached to the offer (e.g. medical questionnaire, CRB check etc.).

Joining the School

A well-planned induction enables new employees to become fully operational quickly and is an integral part of the recruitment process.

Medical examinations

It is reasonable to require completion of a health questionnaire. Any particular physical or medical requirement should be made clear in the job advertisement or other recruitment literature. When it is necessary for medical records to be obtained, the requirements of the Access to Medical Reports Act 1988 must be observed. Care should be taken with regard to the Disability Discrimination Act before making selection decisions relating to employee's mental or physical health.

Documentation

The process should be documented accurately and access limited to recruitment staff. Information should be kept in a secure central location for sufficient time to allow for any complaints to be handled. Thereafter, it will then be destroyed to ensure confidentiality.

Offers to Ex-Offenders

King's undertakes not to discriminate unfairly against any applicant who is the subject of an Enhanced Disclosure on the basis of a conviction or other information revealed. Applicants called for interview are asked about all convictions, including spent ones, as defined in the Rehabilitation of Offenders Act 1974 and are requested to provide details of any criminal record. The declaration form asks that this information be sent under separate, confidential cover, to The Head of Foundation. This information will only be seen by those who need to view it as part of the recruitment process.

The Head of Foundation and the Director of Finance have been suitably trained in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and are able to identify and assess the relevance and circumstances of offences.

Open and measured discussion will take place on the subject of any offences or other relevant matters shown on a CRB Enhanced Disclosure. The School will undertake to discuss any matter revealed in an Enhanced Disclosure with the person seeking the position before withdrawing a conditional offer of employment. All candidates are warned that failure to reveal information that is directly relevant to the post could lead to withdrawal of an offer of employment or summary termination of employment if this has commenced before the failure is discovered. Having a criminal record will not necessarily bar an applicant from working at King's. This will depend on the nature of the position and the circumstances and background of his/her offence(s). However, in all cases, the welfare and safety of pupils will be the paramount consideration.

Independent Safeguarding Authority (ISA)

King's will report to the Independent Safeguarding Authority (ISA), within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. The address of the Independent Safeguarding Authority (ISA) for referrals is PO Box 181, Darlington DL1 9FA (tel 0300 123 1111).