

BRIGHTON GIRLS POLICY

SCHOOL RECRUITMENT

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to recruitment.

LIST OF ABBREVIATIONS & MEANINGS

CPD	Continuous Professional Development
DBS	Disclosure and Barring Services
GDST	Girls Day School Trust
ID	Identification
May / Should	Advisory
Shall / Must	Mandatory

2. GENERAL REQUIREMENTS

2.1. For all staff with the exception of Hourly Paid staff.

Tom Peters in his book "Thriving on Chaos" states all leaders must "spend time liberally recruiting". All procedures are, therefore rigorous and robust. They would last a minimum of 3 hours and in some cases, two days.

2.2. The Advertisement

All jobs are advertised at minimum internally and almost all (99%) externally as well as internally. The only occasion when an advert is internal only is if it is only open to those already in post at the school (e.g. a co-ordination post vacated by a current member of staff.) Adverts follow the GDST etiquette and corporate style. Every advertisement MUST state that we follow safeguarding regulations and all posts are subject to vetting. The purpose of this is to be proactive regarding the safeguarding of our girls and to act as a warning to any person who may be considering applying and who may be unsuitable from the point of view of safeguarding. The dates of the interviews are also put onto the advert. All prospective applicants are directed to the School for an application form and further details. The further details will include the job description, the person specification and more information about School and the Department/ Area.

2.3. The Application

All applications must be on the formal school application form. Any other form of application may not be considered, but the application form sent to this applicant with a clear explanation that no other form of application is acceptable. The history

of the applicant must be chronological with no gaps. Any gap whatsoever must be explored at interview (if this applicant is short listed). All application forms are perused by the Head and the relevant line manager and a shortlist drawn up according to the person specification. In the case of a large number of applications, usually a "definite" pile, a "no" pile and a "maybe" pile is generated and the definite and maybes revisited by a third person. In the case of a senior post, depending on experience a number of shortlisted candidates are normally put forward. Candidates are telephoned to let them know of their success and this is followed up in writing. For teaching staff information is given via email as to the class they will be teaching as part of the selection process. Candidates can ask any reasonable questions and let us know of their requirements for the lesson. Unless indicated, references are sent for at this stage but not looked at until a decision has been made.

2.4. The Selection Process

All interviewees must bring with them formal ID with a photo and proof of address as well as evidence of qualifications. ID is checked. All interviewees are signed in at reception and issued with a pass. The selection process consists of (teachers) a tour round the school with a senior manager, teaching one lesson (observed by the Head of Department and a senior manager, usually the Head) and an interview; (support) an in-tray/ related practical exercise, tour round the school and an interview. For senior positions, an additional practical exercise and an in-tray exercise are also given and the selection process usually lasts two days. The interview panel MUST consist of at least one person, who has undertaken the Safer Recruitment training and has passed the test. NO appointment can be made without this prerequisite. There must be a minimum of two people on the panel and usually there are 3 people, the Head usually being one of these people. All candidates are asked the same questions according to the schedule (which consists of previously agreed questions) and answers scored. Interviewers must write down notes/comments on answers given. As part of the interview process there are routine questions that must always be asked including "What do you understand by the term child safeguarding?" and a similar question for equality of opportunity. Any question relating directly from an individual application is permitted (e.g. clarification on previous experience) and any gap in the chronological history of education and employment must be explored.

After the whole process has been undertaken and all candidates have received the same experience, all members of the selection process get together to make a decision on the most suitable candidate. At this point, references may be looked at to justify a decision or to decide between two equal candidates. If a reference has not arrived on a favoured candidate, this must be chased immediately. Although it is feasible to offer a job subject to references, we prefer references to have arrived

already and normally a final decision will not be made until this is the case. A candidate may not begin work until 2 references have been received.

2.5. The successful candidate

The successful candidate is phoned up, and salary agreed. This is then all confirmed in writing with the contract. The employee to be immediately comes into School to arrange for the DBS to be carried out (as long as this is within 3 months prior to the start date.) The DBS is then sent off for processing. A start date is agreed and under normal circumstances the employee never begins work before the DBS has come back into School. There may be a very unusual set of circumstances where the DBS has not yet come back and in this case the employee must be chaperoned AT ALL TIMES (see chaperoning policy)

2.6. For Hourly Paid staff

All circumstances above hold for hourly staff except the actual recruitment process. The same documentation needs to be brought to the process. This normally takes the form of an interview only but again the panel must be a minimum of 2 people, with at least one person having undertaken the Safer Recruitment Training, (usually the Director of Finance and Operations)

2.7. For Agency Staff

We employ very few Agency staff but the following checks MUST be carried out: that the employee has a DBS and 2 references and evidence MUST be provided by the Agency. The Agency employee MUST bring with them photo ID and proof of address (usually a passport and utility bill) and the Head will check these out before the contract employee can begin work .

2.8. If a DBS has disclosures

The Head will decide whether a "live" DBS will bar the applicant or not. In normal circumstances, if the applicant has not declared an offence this would lead to immediate ceasing of the contract as dishonesty has been proven on the application form. If the offence has been declared, the Head will normally discuss the case with the GDST HR department before coming to a decision.

2.9. Induction

All new recruits are inducted, usually before taking up post. For teaching staff this takes place in June for September. Induction follows the GDST recommendation and all staff have to follow the minimum 20 minute safeguarding training before they may begin work (please see the safeguarding policy for full training provision.) All staff are provided with a staff handbook.

2.10. Probationary Period

All new members of staff are monitored closely during the probationary period. They are allocated a mentor, who will help them specifically through this initial period (6 months for support staff and one year for teaching staff.) New teachers also meet regularly after school on a Wednesday with the SLT member of staff in charge of CPD. All staff undergo the 3 hour safeguarding course during this point. Any concerns are immediately passed on to the direct line manager, who will discuss these initially informally with the employee. Any further concerns are dealt with under the GDST disciplinary or capability procedures. Any concerns regarding child safeguarding whatsoever are dealt with under the Whistle-Blowing Policy.

2.11. See Further/Cross reference

- Safeguarding policy
- Chaperoning policy
- Whistle-Blowing policy
- GDST Disciplinary /Capability procedures
- Teaching and Learning Policies
- CPD Policy

3. APPENDIX

NIL

4. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS School Recruitment Policy	Initial	September 2016	NIL	Jennifer Smith	Expired
BHHS School Recruitment Policy	01	September 2017	Full Review	Jennifer Smith	Expired
BHHS School Recruitment Policy	02	October 2017	New Policy Template	Paul Fairhurst	Live
BHHS School Recruitment Policy	03	September 2018	Review	Paul Fairhurst	Expired
Brighton Girls School Recruitment Policy	04	September 2019	Change of nomenclature and Review	Leigh Ward	Live

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