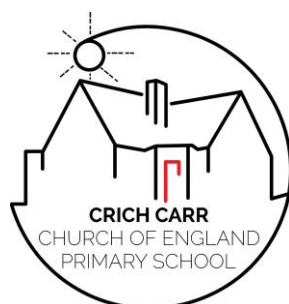


Crich Carr Church of England Primary School



RECRUITMENT AND SELECTION POLICY FOR PART-TIME /SHORTER-TERM APPOINTMENTS

Policy number 62

| | Date | Minute No. | Next Review date |
|-----------------------|--------------|------------|------------------|
| Approved by Governors | July 2016 | 1279 | July 2019 |
| Approved by Governors | January 2021 | 1655 | January 2024 |
| Approved by Governors | | | |
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To be reviewed: Every 3 years

Nominated Governors responsible for review: V Holmes

Crich Carr Church of England Primary School

RECRUITMENT AND SELECTION POLICY FOR PART-TIME /SHORTER-TERM APPOINTMENTS

It is the policy of this school to achieve a consistent and equitable approach to all recruitment and selection which will be used by all Governors, Headteacher and school employees involved in this process.

There is a separate, approved *Recruitment and Selection Policy* which covers the recruitment of staff into the larger, typically full-time, positions within the school e.g. Headteacher, Teacher, School Clerk, Clerk to Governors, School Clubs' Supervisor. This policy is designed to cover the recruitment into other part-time and/or shorter-term positions e.g. Teaching Assistants, Midday Supervisor.

However, the principles underpinning both policies remain the same; particularly, the safeguarding of children. Both policies aim to deter, identify, and support the school in rejecting people who may be unsuited to work with children and may present a risk of abuse to children. Safer recruitment practices are considered at every stage of the recruitment process.

The policies also seek to eliminate discrimination and promote equal opportunities in employment, thereby enhancing the quality and range of people employed by the school to enrich the education of students.

Choice of Policy

The choice of the appropriate 'level' of recruitment policy and procedure is dependent on the nature of the position to be filled:

| | Applicable to | Policy be Employed |
|----------------|--|---|
| Level 1 | All full-time positions in the school or for positions where the associated annual cost exceeds £2000. | The school's approved full <i>Recruitment and Selection Policy</i> and process. |
| Level 2 | Part-time or temporary positions where the associated annual cost is in the range £500 to £2000. | This policy. |
| Level 3 | For smaller part-time or temporary positions where the associated annual cost does not exceed £500 | This policy. |

The Attachment illustrates the steps in the selection of the appropriate recruitment policy and process.

1: Level 2 Recruitment

The following procedure will be adopted when seeking to recruit into part-time or temporary positions within the school where the associated annual costs are estimated to be in the range £500 - £2000.

1.1 Review the Vacancy

Once the need for recruitment has been identified, the Headteacher will advise the Finance Committee which will:

- Review the need for the post before approving initiation of the recruitment process. This will establish whether the need for the duties and responsibilities of the post still exist or have changed in any way. If any change to the nature of the post is proposed, the Finance Committee will ensure that both the staffing structure and the relevant Job Description are amended as appropriate.
- Ensure that the costs associated with the recruitment can be fully accommodated within the approved school budget.

The Governing Body will be appropriately advised and kept apprised of the recruitment process.

Note: It is a fundamental responsibility of both Governors and Teaching Staff to abstain from any recruitment process where their impartiality may be called in to question. Any potential conflict of interest must be declared before the recruitment process commences.

1.2 Planning the Process

Once it has been decided to recruit, the Finance Committee will appoint an appropriate Governor to work with the Headteacher throughout the process. At least one Governor involved the process (which can be the Headteacher) must have completed Safer Recruitment training.

The Headteacher and the nominated Governor are responsible for planning, implementing and keeping a record of the recruitment process. This will include ensuring that the following key documents are in place:

1. A concise and up-to-date **Job Description** describing the purpose, scope, duties and responsibilities of the job. The appropriate level of responsibility for the safeguarding and welfare of children must be included in the Job Description.
2. A brief **Person Specification** which should identify both essential and desirable criteria which are required to perform the duties of the post and will be employed during the recruitment process.
3. An appropriate **Application Form**.

Recognising the nature of the recruitment, the Headteacher and nominated Governor are responsible for determining the appropriate manner in which the post should be advertised.

1.3 Application Form

Applicants will be required to fully complete the appropriate application form.

1.4 The Selection Process

The Headteacher and nominated Governor are responsible for:

- Reviewing all applications received.
- Where necessary, shortlisting applicants for interview. The reasons for selecting or rejecting candidates for short-listing will be recorded. Applicants who are not short-listed will be notified as soon as possible.
- Undertaking face-to-face interviews with the selected applicants against pre-agreed, objective and documented selection criteria.
- Selecting the preferred candidate and recording the rationale supporting their decision.
- Taking up and confirming references prior to any job offer.
- Formally offering the successful candidate the position verbally and confirming in writing.
- Advising unsuccessful candidates as soon as possible after the interview.
- Offering feedback after the recruitment process to all applicants.
- Undertaking a post facto review of the recruitment process to identify any 'lessons learnt'.
- Reporting the outcome of the recruitment process to the Finance Committee and the Governing Body.

1.5 Documentation and the Audit Trail

The Headteacher and nominated Governor are responsible for ensuring that details of the recruitment process are adequately documented to record decisions taken and to provide an effective 'audit trail'. All documentation relating to the process must be retained for 6 months.

Under some circumstances, the Headteacher and nominated Governor may judge that it is not possible, appropriate or necessary to rigorously employ every step in the above process. An example could be where there is only one appropriate candidate who is well known to the school and DCC or has been employed previously by the school. Where this is the case, the principles underpinning the school's recruitment policy must not be put at risk and the rationale for any such decisions clearly recorded.

2: Level 3 Recruitment

The following procedure will be adopted when seeking to recruit into part-time or temporary positions within the school where the associated annual costs are estimated to be below £500.

2.1 Review the Vacancy

Once the need for recruitment has been identified, the Headteacher will:

- Review the need for the post before initiating of the recruitment process. If any change to the nature of the post is proposed, the Headteacher will ensure the relevant Job Description is amended as appropriate and the Governing Body informed.
- Ensure that the costs associated with the recruitment can be fully accommodated within the approved school budget.

Note: It is essential that the Headteacher declares any potential conflict of interest to the Governing Body before the recruitment process commences.

2.2 Planning the Process

The Headteacher is responsible for planning, implementing and keeping an adequate record of the recruitment process. This will include ensuring that the following key documents are in place:

1. A concise and up-to-date **Job Description** describing the purpose, scope, duties and responsibilities of the job.
2. A brief **Person Specification** which should identify both essential and desirable criteria which are required to perform the duties of the post.
3. An appropriate, simple **Application Form**.

Recognising the nature of the recruitment, the Headteacher is responsible for determining the appropriate manner in which the post should be advertised.

2.3 Application Form

Applicants will be required to fully complete the appropriate application form.

2.4 The Selection Process

The Headteacher is responsible for:

- Reviewing all applications received.
- Where necessary, shortlisting applicants for interview. The reasons for selecting or rejecting candidates for short-listing will be recorded. Applicants who are not short-listed will be notified as soon as possible.
- Undertaking face-to-face interviews with the selected applicants.
- Selecting the preferred candidate and recording the rationale supporting their decision.
- Taking up and confirming references prior to any job offer.
- Formally offering the successful candidate the position verbally and confirming in writing.
- Advising unsuccessful candidates as soon as possible after the interview.
- Offering feedback after the recruitment process to all applicants.
- Reporting the outcome of the recruitment process to the Governing Body.

2.5 Documentation and the Audit Trail

The Headteacher is responsible for ensuring that details of the recruitment process are adequately documented to record decisions taken and to provide an effective 'audit trail'. All documentation relating to the process must be retained for 6 months.

As with Level 2 recruitment above, the Headteacher may judge that it is not possible, appropriate or necessary to rigorously employ every step in the above process. Where this is the case, the rationale for any such decision should be clearly recorded.

2.6 Controls

The Headteacher may make no more than two appointments per year employing this ‘Level 3’ recruitment process.

3: Review

This policy will be reviewed and approved by the Governing Body every three years or at any time whenever changes in legislation or best practice dictate.

Signed.....Date.....

Co - Chair of Governors: Mr A Horsley

Signed..... Date.....

Co – Chairs of Governors: Mrs J Pates