

Recruitment and Appointment Policy

T:Policies/Recruitment and Appointment signed off by Governors May 2018: To be reviewed by March 2019

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INTRODUCTION

The King's School adheres to the Oxfordshire Community Churches Recruitment and Appointment guidelines. In addition to this The King's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have taken regard to the KCSiE part 3 document and seek to employ its requirements (see Appendix B). We also take regard to the Independent Schools' Inspectorate (ISI) regulations for correct completion of the Single Central Record (SCR).

PREPARATION

Checklist

The following factors must be considered:

- What is the correct range on the salary scale?
- Is there enough money in the budget to pay for the post?
- Do we consider that position requires the appointment of a Christian worker?
- Determine overall job purpose and write/update summary job description
- Is the position permanent, temporary or fixed term?
- Do you think that you have found the right person, or is there a need to advertise?
- Which interview track will you use?

Salary Scale

OCC/TKS has a salary scale which defines salaries for all posts. The appropriate scale range must be determined before the job is advertised. The body ultimately responsible for the scale is the Trustees. The lower end of the range should be determined by starting with the appropriate point on the scale for the level of responsibility. The upper end of the range is then calculated by adding 1 or 2 points depending upon the potential maturity and experience of the appointed candidate.

If the post is a replacement position, the scale point is unlikely to change. If the post is new then an appropriate scale point should be chosen.

If either case, the Finance and General Purposes committee, or in the event of a dispute the Chair of Governors, should be consulted and will make the decision on behalf of the school .



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Funding

Funding should be available to support posts at the appropriate scale point and for the length of time they are to be filled, before an appointment is made.

The money available in the budget should not determine the point on the salary scale. Variations in budget need to be approved by the Trustees.

Ethos Statement

OCC/TKS has an ethos statement which allows us to employ Christians where we can justify that the job requires this – a genuine occupational requirement (GOR). The ethos statement cannot justify the employment of Christians for all posts and therefore needs careful consideration before a post is advertised.

Any post which is advertised and requires a Christian appointment needs to have a 'discrimination statement' placed in the advert. This is a summarised explanation of the requirement and the ethos statement.

APPLICATIONS AND ADVERTISING

Checklist

- Write/update detailed job description
- Decide how to obtain applications
- Set Interview Dates
- Agree Interview Panel
- Prepare advertisement text
- Arrange advertising

Job Description

The job description for the post should normally be written before the post is advertised. This brings clarity to the appointment process. If a Christian worker is required for the post then a discrimination statement should be included so that it is clear. If there are conditions to be met before employment can commence, these should be made clear.

Obtaining Applications

Consideration should be given to how applications are to be received.

- What is required from applicants (letter, CV, application form)?
- Where should these be sent?
- Who should they be sent to?
- What is the deadline for application?

At The King's School we currently require an application form to be completed so that all employment history, and journey of faith, can be made clear. We also require two written references, which highlights suitability to work with children.

Consideration of Interview Process

More detail can be found in the next section, but before jobs are advertised, it is worth arranging dates, venue and the team for the interviews so that this is not a last minute rush. Interviews should ideally be at least a week after the application deadline to allow to references to be taken and information to be posted to candidates.



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Advertising

We are *not* obliged to advertise widely. Advertising is not required if the post can be filled through internal re-organisation. If advertised, consideration should be given to where a post is advertised in order to gather the best audience. Initially posts should be advertised in local churches. Should there insufficient response, it may be appropriate to advertise more widely.

Any advert should include:

- 'Oxfordshire Community Churches', the name of the employing department and the place of work
- The key requirements of the job
- Ethos statement summary (if appropriate)
- Period of employment
- Salary information
- Method of application
- Deadline for application
- Safeguarding statements
- Charity & legal details

Adverts must then be approved by TKS Bursar before distribution.



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INTERVIEWS

Checklist

- Respond to applications
- Taking up references
- Organise interview team
- Practical Arrangements
- Note-taking
- Structure of Interview
- Interview technique
- Make selection decision
- Inform candidates of outcomes

Response to Applications

If the job requires, applicants for the job should be send an application pack. This may include:

- A full job description
- A copy of the ethos statement, if it determined that the post requires a Christian worker.
- Relevant Safeguarding Policy details
- Details of the interview process
 - Dates & times
 - Location
- Candidates not required for interview should be formally notified.

Taking Up References

It is important that references are obtained before any interviews are conducted wherever possible, so that they do not delay the process. References are confidential and should be stored securely.

Interview Team

The interview team should consist of a minimum of two people. One of these must have had safer recruitment training. One of these should be a trustee or an OCC approved interviewer (the Principal or Chair of Governors). The other should be the line manager or head of department for the post.

Interview Process

The interview process is dependent upon the seniority of the position. Example timetables are laid out in Appendix A. For teaching posts. An observation of teaching skill will be planned and undertaken for applicants for teaching positions. Other applications may also be supported by an interview task. At interview all candidates must supply any outstanding documentation required. This may include evidence of qualifications and identification evidence with ability to work in the UK (passport). The Single Central Record of Appointments will be completed with the relevant evidence through the application and interview processes.



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Practical Arrangements

Timing

We ensure that ample time is allocated for each interview and that there are adequate gaps between interviews. Sufficient time should be taken after the interview, possibly leaving twenty-four hours for reflection, to allow proper discussion and a final decision to be reached.

Room(s)

We ensure that the room(s) to be used is/are appropriately arranged, suitable for any applicant with a special requirement, and properly lit so that, for example, no-one is looking into the sun.

Reception

We ensure that proper arrangements are made to welcome the candidates and to show them where to wait.

Note-Taking

Note taking providing a vital record of an interview and any lesson observation. Notes should then be collected by a member of the panel (normally by the chair of the panel) at the end of the interviews and kept for six months after an appointment has been made.

Interview notes of the appointed candidate should be kept with the personnel file. If an employee goes to an employment tribunal, the complainant may request and the tribunal order the 'discovery' of all the notes taken during interviews. They must therefore be retained in their entirety.

Structure of an Interview

The interview should contain firstly an introductory phase when the candidate is welcomed and introduced; the ice is broken; the form of the interview explained; basic information is imparted and obtained; and details of application form and curriculum vitae clarified (if necessary).

Secondly, the main working phase will follow during which specific information relating to the candidate's experience, etc., is sought.

Thirdly, candidates should be able to ask questions; although they should not be put under pressure to do so.

The final section will be the conclusion. The interview should be brought to a close at the end of the time allowed, and care should be taken to avoid significant discrepancies in the time allowed to different candidates. Not only could this be perceived as being unfair to some candidates, but also the imbalance would make consistent comparisons between candidates difficult.

Candidates should come away from their interview with an understanding as to when they will be notified of its result or what is to happen next.



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APPOINTMENT

Checklist

- Make initial job offer (agree salary and start date)
- Obtain formal acceptance
- Pre-Employment Checks
- Complete Appointment Form
- Send formal letter of appointment
- Arrange induction training
- Arrange initial job training
- Arrange appointment before start date with administrative staff

Do not request medical information at this stage, but receive their medical declaration before their start date.

Pre-Employment Checks

Qualifications

Where qualifications have been stated relevant to the position, original documents should be seen, copied, signed, dated and scrutinised by a member of the administrative or interview team.

Right To Work In The UK

All employees whether permanent, temporary or casual, are required to provide proof that they are entitled to work in the UK before they commence employment. Failure to provide this proof can result in a civil financial penalty (it may also result in a criminal offence of up to a maximum of two years prison sentence and/ or an unlimited fine) for employers who knowingly employ illegal migrant workers. To ensure OCC and TKS abide by this law, managers are required to check the interviewee's original ID documents. Copies taken should be signed and dated.

Valid Documents

Option 1

UK or other EU passport or EU identity card: People from Romania and Bulgaria must show proof of permission to work (eg an Accession Worker Card) or proof that they're exempt from this restriction.

Non EU passport: Must have a permit or visa showing their ongoing right to work in the UK. A permit or visa should show one of these: a) they're exempt from immigration control; b) they have indefinite leave to remain; c) they have no time limit to their stay in the UK, or d) they have a Certificate of Entitlement to Right of Abode (in a current, valid passport). Overseas checks are required where an applicant has a visa.

Option 2

An official letter or document from a government agency showing their National Insurance number, including a P45, P60 or National Insurance Number card.

Plus:

A full birth, adoption or naturalisation certificate issued in the United Kingdom. A birth certificate must



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show the parents' names.

How to check the documents

- All documents must be an original - photocopies must not be accepted.
- Any photographs contained in the documentation provided by the candidate are consistent with the appearance of the candidate.
- Dates of birth listed are consistent with the appearance of the employee and that the date is consistent across all documentation.
- Expiry dates of any limited leave (i.e. visa) to enter or remain in the UK have not passed.
- Any UK Government endorsements (stamps, visas, etc.) to ensure that the employee is able to do the type of work you are offering.
- Satisfy yourself the documents produced by the employee are genuine, have not been tampered with and belong to the holder. (Within reason; the UK Border Agency recognises we are not fraud detectives.)
- Where you are provided with two documents which have different names, the interviewee must also provide a further document to explain the difference (e.g. a marriage certificate, divorce decree, a deed poll document, statutory declaration etc.)

What you need to copy

When copying passports or travel documents, pages containing the holder's personal details (nationality, photograph, date of birth, signature, date of expiry or biometric details), and any page containing UK Government endorsements, noticing the date of expiry and any relevant UK immigration endorsement which allows the employee to do the type of work being offered by the employee.

Documents other than passports or travel documents should be copied in their entirety.

Certifying the copies

Staple photocopies together and make a declaration on the front sheet to confirm that they are true copies of the originals you have checked. Sign and date your declaration.

Eligibility to work in the UK

Checks should be made at the time of offer of employment and the offer of a job should always be made subject to the provision of acceptable documents. This check should be made for *all* prospective employees, to avoid any potential claims of racial discrimination. In other words, all prospective employees, whether from the UK or overseas, should be treated in exactly the same way. (Any person who believes that an employer has discriminated against him or her on the grounds of race has a right to complain to an Employment Tribunal. If the complaint were to be upheld, then there would be no upper limit to compensation awarded.)

Overseas Checks

The proprietor regards that if a member of staff has worked or lived overseas for a sustained period within the last 5 years, then suitable overseas checks should be made as required by government guidance. Government guidance for each nation can be found from <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. These checks should be made by the candidate before they leave the country if at all possible.



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DBS, Prohibition Orders, Children’s Barred List and Other Checks

For posts involving ‘regulated activities’ it is necessary to make any job offer conditional on the Enhanced DBS and Children’s barred list check revealing no offences in relation to children. A check of any prohibition orders will be carried out using the Employer Access Online Service. This includes the relevant checks for managers and the teacher restrictions imposed by any EEA authorities. Other non-child protection related offences discovered may also mitigate against appointment for any post. For further details see the Sept 2016 edition of KCSiE part 3 (link below). We will periodically review available material to help ensure we are using the latest statutory guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Advice on Regulated activity can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf



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Induction and Initial Training

Consideration should be made of training that will be required for the successful candidate. This will of course vary according to the post. Some of this training may be needed before the appointee starts work.

There are some general areas for consideration:

- OCC and TKS Staff Handbook containing information such as:
 - Ethos
 - Conduct
 - Remuneration
 - Pension
 - Sickness
 - Health and Safety
 - Complaint procedures
 - Maternity/Paternity Issues
- Child Protection Training should be undertaken as a matter of course as soon as possible. Obviously for posts that involve direct working with children this is mandatory, but it is good practice for all our employees to have received this training.
- Expenses claim form and guidance

Contracts should be agreed and sent to the employee within 8 weeks of appointment. Appointment forms with payment details should be completed as soon as possible after the start date.



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APPENDIX A – SUGGESTED INTERVIEW PROCESS

Job Type	Prior to 1 st Interview	1 st Interview	Present	Between 1 st & 2 nd Interview	2 nd Interview	Present	After 2 nd Interview	Response to applicants
Administration Teacher Assistant Clerical/Domestic		Single interview process Discuss salary range Do not offer job	Principal, Potential line manager, Representative of governors	n/a	n/a	n/a	Decide best candidate Discuss salary and decide final offer Talk to someone else for their perspective (eg personnel team)	Inform successful candidate first <ul style="list-style-type: none"> ▪ Make job offer ▪ Agree ▪ Make offer Notify unsuccessful candidates
Leadership Management Heads of School	Inform SMT of list of candidates for their perspective	More technical interview focussing on competency to do job Be clear about salary <i>range</i> not <i>point</i> Ask about salary aspirations Do not offer job	Principal, Representative of church or/and governors + 2 others	Determine salary offer based upon experience and maturity of candidate(s) and level of flexibility in offer (+1 or +2 points?). Talk to someone else for their perspective (eg personnel team) Update ALT on interview process	More vision, values focussed Make salary offer and discuss/negotiate Do not offer job	Principal, Representative of church or governors		

Notes:

Assumes that all advertising and recruitment procedures have been followed prior to interviews, including determination of salary range for advert and discussion in interview

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Appendix B : Appointment and Recruitment Checklist

Documentation needed for Appointment

Application form	
Passport (or other evidence of Right to Work in the UK) documented and evidenced	
P45 or P60	
Overseas check if required, or evidence seen	
Interview notes	

Evidence needed for Singe Central Register before commencing work

Right to work in the UK- check passport or other evidence, copy, date and sign	
Full identity and address check including photographic evidence	
Qualifications evidenced and checked	
DBS checked OR Barred list checked and DBS application form completed	
Prohibition from Teaching check	
TRN if PGCE or NQT	
EEA Check	
Medical Declaration completed and checked	
Two references received and verified	
S128 check for management positions	
Safeguarding training scheduled	
Induction scheduled	
Staff handbook given	
Safeguarding policy read and signed	
Internet policy read and signed	

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APPENDIX C – RECRUITMENT OF VOLUNTEERS

Volunteers are an important part of the working life of The King's School and are required to be checked in a similar way to paid members of staff. When new parents are interviewed, they will be asked to confirm whether they have lived abroad during the previous five years and if relevant they will be advised that additional checks will be required before they can volunteer during school hours.

In advance of volunteers starting work, the following checks must be in place:

- Evidence of their right to work in the UK
- A medical declaration should be completed
- An up to date OCC enhanced DBS, or at least, a barred list check carried out while the DBS is being processed
- We will obtain from all volunteers confirming that they are not aware of any reason, legal or otherwise, that prevents them from working and being involved directly with children

Volunteers must arrange an appointment to come into the school to read and sign all relevant forms and provide full identification ahead of starting volunteering. Volunteers must not be in regulated activity until all checks have been carried out.