



**William Ellis School**

# Recruitment Policy

# RECRUITMENT POLICY

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The School's Recruitment Policy must be read in conjunction with the Job Description and Person Specification of the specific vacancy you are applying for.

William Ellis School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any successful applicant will be required to undertake a Disclosure and Barring Service check by the Criminal Records Bureau.

### **Fair Recruitment - Equal opportunities statement of intent**

William Ellis School actively promotes equality of opportunity for everyone with regard to all of its activities, now and in the future.

William Ellis School seeks to operate an environment free from discrimination that builds on the diversity, active participation and involvement of all stakeholders. It is totally opposed to all forms of unlawful, unfair, and unjust discriminatory practices.

William Ellis School believes it is a fundamental principle that it should act to promote equality of opportunity in all aspects of its operation including the employment of staff.

The aim of William Ellis' employment policy is to ensure that all suitably qualified job applicants receive fair treatment and are not discriminated against on the grounds of race, gender, disability, age, sexuality, marital status, political or religious belief, economic status, trade union membership or activity, responsibility for dependants or any other factor which is immaterial to the requirements of the post applied for.

We aim to recruit, retain and develop the best people based solely on their ability to perform the job. Our employment conditions and requirements seek to reflect our commitment to equal opportunities.

### **Data Protection Act 1998**

The information you give us, as part of your application, will be used for the purposes of selection for the post to which it applies. It will be made available to all persons that will be part of the selection process and all forms will be kept for a period of 6 months from completion of the selection process. Forms submitted by the successful candidate will be maintained on the relevant personnel files.

We will not share this information with any organisation without your consent.

### **The Job description and Person Specification**

Every vacancy advertised is based on a job description and person specification. The job description describes the duties and responsibilities of the vacancy. The person specification describes the knowledge, qualifications, experience and competencies we are looking for. Please look at these documents carefully so that you know what the job involves and the range of expertise required.

### **Making an Application**

The information you give us in your application is the only information we will use in deciding whether or not you will be short listed. Your application form and supporting statement is therefore very important and the following advice is designed to help you complete it as effectively as possible.

Once you have received your application pack, read through the contents carefully. Complete application form in full by the closing date specified, explaining any gaps or anomalies for example gaps in employment. If you do not complete your application form in full, your application may be rejected.

Please do not enclose a copy of your CV or copies of any other documents.

Late applications may be rejected.

Your application needs to show the relevant skills, knowledge and experience you have gained. We would like to see brief examples of the work you have been involved in and it is helpful if you write in a positive way (e.g. I was responsible for... I organised... ). Always remember to specify your own responsibilities rather than those of your section or department.

### **Short-listing**

The recruitment panel will consider your application against the criteria set in the person specification. You may be contacted to clarify points in your application.

The panel will draw up a list of short listed candidates.

If you are successfully short listed for interview, you will be informed either in writing or by telephone.

### **References**

If you are short listed for references will be requested from your two referees prior to interview. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the verification process. One of your referees must be your current or last employer.

### **Interview**

If short listed, you will be invited to the interview and asked to bring with you original documents proving your eligibility to work in the UK (a list of acceptable documents will be provided with the interview letter) and qualifications. These will be checked before the interview starts and photocopied. Your originals will be returned to you on the same day.

As well as an interview, the School may conduct tests and written exercises in appropriate circumstances. You may therefore be asked to undertake such exercises as part of the selection process for this vacancy.

At the interview, the panel will ask questions based on the criteria in the person specification which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post. You will also have the opportunity to ask questions about the job, conditions of service, etc.

Issues relating to safeguarding and promoting the welfare of children will be explored at interview.

If you are the successful candidate, you will be offered the post, in writing, within one week of the interview date (school holidays permitting). Please accept or decline in writing.

If you are unsuccessful, you will be informed within one week of the interview date.

Your terms and conditions of service will then be sent to you within eight weeks of the start of your employment.

A List 99 check may be performed, at the school's discretion, at any time during the recruitment and selection process.

**All offers of employment are conditional and are subject to the following pre-employment clearances:** *(please also see exception rule below)*

**Satisfactory Medical Clearance.**

All successful candidates complete a Medical Questionnaire and may be required to pass a medical examination by the School's Occupational Health Physician.

**Satisfactory References**

To comply with current Safer Recruitment guidelines, two references are taken up before interview: one of which should be your Line Manager in your present or most recent employment or, if you are at school, college or are a university leaver, your Head Teacher or Tutor. Occasionally, more than two references may be necessary and if so we will normally tell you before we contact former employers.

The School reserves the right to verify any information you give on your application form, or throughout the selection process. In the event that the School receives any information through the verification process, which may differ from any information you have provided, or that has an adverse effect on our decision, it is the School's policy to give applicants the opportunity to comment on that before any final decision is taken.

Candidates cannot take up post until at least two satisfactory references have been received.

**Disclosure Barring Service (DBS) clearance**

To comply with current Safer Recruitment regulations all positions at William Ellis School require candidates to be suitably checked.

All posts at William Ellis school involve working with children. There are some offences that will never be removed from a DBS certificate. These include the most serious sexual and/or violent offences.

You can view this specified list of offences on the website:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance>

You will be unable to take up your appointment until the school has received

- A clear List 99 check
- A satisfactory Enhanced DBS check

**Evidence of qualifications**

We will need to evidence all of the qualifications (original Certificates), you outline in your application.

**Eligibility to work in the UK**

In order to comply with the Asylum & Immigration Act 1996 (see Appendix 1), all employers in the UK are required to make basic document checks on every person they intend to employ.

All applicants who are offered jobs must provide proof that they can be legally employed. We must see satisfactory proof in the form of original documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment may be withdrawn.

**Exception Rule**

*If the Headteacher deems it acceptable for an individual to start work before all checks have been received controls will be put in place to ensure that the individual does not work unsupervised with students. A monitoring strategy will be confirmed and put in place by the Headteacher and will be reviewed every two weeks until a satisfactory DBS certificate is received by the School.*

## **Appendix 1 - ASYLUM AND IMMIGRATION ACT 1996 (SECTION 8)**

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence for an employer to employ a person who has no right to work in the United Kingdom.

To comply with the Act the school therefore asks **all** new employees to provide on their first day of service **ONE** of the documents on the following list as evidence that they are entitled to work in the UK. We are required to see **original** documents, and we will take copies for our records.

- A passport describing you as a British citizen, or as having the right of abode in or readmission to the UK.
- A passport containing a certificate of entitlement to right of abode.
- A certificate of registration or naturalisation as a British citizen.
- A birth certificate issued in the UK or in the Republic of Ireland.
- A passport or identity card issued by a member State of the EEA or Switzerland (see below) which describes you as a national of that State.
- A passport or other travel document endorsed to show that you are exempt from immigration control, or have indefinite leave to enter or remain in the UK, or have no time limit on your stay; or a Home Office letter confirming this.
- A passport or other travel document endorsed to show that you have current leave to enter or remain in the UK and are not precluded from taking the employment in question; or a Home Office letter confirming this.
- A UK residence permit issued to you as a national of a member state of the EEA.
- A passport or other travel document endorsed to show that you have a right of residence in the UK as a family member of a named person who is a national of a member state of the EEA and resident in the UK.
- A letter issued by the Home Office indicating that you have permission to take employment.
- A letter issued by the Home Office confirming that you are a British citizen.
- A work permit or other approval to take employment issued by the Home Office

**A new employee who fails to produce the required documents will be unable to commence employment until the documents are produced.**

Please contact HR Direct on 020 7974 6655 if you are unsure about your eligibility to work in the United Kingdom.

Information about living and working in the UK is available from the UK Border Agency [www.ukba.homeoffice.gov.uk/workingintheuk/](http://www.ukba.homeoffice.gov.uk/workingintheuk/) website.

#### **EUROPEAN ECONOMIC AREA (EEA) COUNTRIES and SWITZERLAND**

- Austria
- Belgium
- Bulgaria
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- The Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovak Republic
- Slovenia
- Spain
- Sweden
- Switzerland
- United Kingdom