



# **William Ellis School**

# Recruitment Policy 2010

Updated: February 2010

# 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 an Enhanced Disclosure check by the Criminal Records Bureau.

## **Our Recruitment Process**

### **Fair Recruitment**

William Ellis School places great importance on ensuring that every stage of the recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way.

William Ellis' Equal Opportunities Policy states that no job applicant or employee will receive less favourable treatment on any of the following grounds; race, gender, religion, marital status, disability, HIV, age, sexuality, or any other form of discrimination.

### **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.

It may be a good idea for you to write out your application in draft first to avoid mistakes, repetitions, etc. Do ensure that the information you give us is well organised and relevant.

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. CVs are not usually accepted unless specifically stated on the advert – only completed application forms will normally be considered.

### **Short-listing and Interviews**

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 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.

Should you not be successful in your application, please do not be discouraged from applying for future vacancies where you meet the person specification and skills.

**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.

**Criminal Records Bureau (CRB) clearance for posts exempt from the Rehabilitation of Offenders Act**

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

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

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

**Noted for Prospective Job applicant on Convictions and CRB Rehabilitation of Offenders Act 1974**

Please note that you are applying for a post that requires a Criminal Records Bureau disclosure check (CRB). **All convictions, whether spent or not, will be detailed on the Disclosure Certificate that is issued to both the School and the applicant.** This check is carried out once a preferred candidate has been selected, prior to a formal offer of employment being made.

1. Any information given will be treated as confidential and used only in connection with the application.
2. An offer of employment may be withdrawn or dismissal may result, if previous convictions for 'unspent' criminal offence are not disclosed.

**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, 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 the CRB disclosure is received by the School.***

## **GENERAL CONDITIONS OF EMPLOYMENT**

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**The conditions of service outlined below are intended as a guide only. You should clarify the specific conditions of employment for the post for which you are applying.**

**Pay**

Salary shall be payable monthly to a Bank or Building Society account. It will normally be paid on the 15<sup>th</sup> day of each month for Support Staff and last working day of each month for Teaching Staff.

**Pension – Support Staff**

The School's pension scheme for Support Staff is subject to the provisions of the Local Government Pension Scheme. Under this scheme, you are required to contribute a percentage of your gross salary, currently ranging from 5.5% to 7.5% depending on salary, although staff may opt out and make their own pensions arrangements.

**Pension – Teaching Staff**

The School's pension scheme for Teaching Staff is subject to the provisions of the Teachers' Pension Scheme. Under this scheme, you are required to contribute a percentage of your gross salary, currently 6.4%, although staff may opt out and make their own pensions arrangements.

**Probationary Period – Support Staff**

You must successfully complete a probationary period of 6 months from your commencement date.

**Job Share**

Job share means sharing the duties and responsibilities of a full-time post with someone else (your job share partner). Applications may be considered from applicants on a job share basis depending on the needs of service delivery and whether these can be met in a job share arrangement.