

DUMPTON SCHOOL



STAFF RECRUITMENT POLICY

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At Dumpton School we endeavour to recruit staff with suitable qualifications and personal attributes for the vacancies available.

The following system is followed when recruiting staff in order to safeguard children in their care.

- **An advertisement** is placed in the Times Educational Supplement or local press giving a brief description of the post available and deadline dates. Applicants are invited to apply for a job description and application form. The job application form will state clearly that full DBS (including the Barred List) will be carried out and references undertaken before the applicant takes up employment at the school.
- **The person specification** details qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people. It describes the competences and qualities that the successful candidate should be able to demonstrate (sample attached)
- **The job description** clearly states the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- **The job application form** requires the following:
 - (a) applicants to provide their full identifying details including current and former names, date of birth, current address and National Insurance number;
 - (b) a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
 - (c) a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training and reasons for leaving employment;
 - (d) a declaration of any family or close relationship to existing employees or employers (including governors);
 - (e) details of referees including one referee who is the applicant's current or most recent employer. If an applicant has worked with children in the past a reference from that employer should be included. References will not be accepted from relatives or from people writing solely in the capacity of friends;
 - (f) a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification;
 - (g) a statement concerning whether the person is medically, physically and mentally fit to carry out the duties of the position for which s/he is applying.
 - (h) a statement concerning whether the person has any convictions, cautions or bind-overs

The job application form will include a copy of the school's Child Protection statement; policy on Equal Opportunities; the policy for the Recruitment of Ex-offenders and policy for the Secure Storage, Handling, Use, Retention and Disposal of Criminal Records Bureau Disclosures and Disclosure Information.

- **Interview.**
 - (a) All applications will be scrutinised to ensure that they are fully and properly completed and that the information provided is consistent and does not contain any discrepancies. Applicants will be asked to identify and gaps in employment.
 - (b) The interview request will include the interview programme, require the applicant to bring with them original copies of their qualification certificates, passport (photo identification), driving licence, birth certificate and utility bill showing applicants current name and address (copies will be made and retained on file).
 - (c) Where possible references will be obtained and verified before interview.
 - (d) Interviews will be conducted by two or more of the following people as required: Headmaster, Deputy Head, Senior Teacher, Bursar, Finance Bursar, Head of Key Stage 1, Head of Foundation Stage, Head of Catering, Director of Music, Director of Sport, Director of ICT, Head of Department or a member of the Governing Body.
 - (e) At least one of the Interview Panel will be a member of staff who has been trained in Safer Recruitment. These are currently the Headmaster, the Bursar and the Deputy Head.
 - (g) For a teaching position part of the interview will include teaching a lesson.
 - (h) A record will be kept of the interview.

- **Offer of Appointment.** An offer of appointment to the successful candidate will be conditional up the receipt of at least two satisfactory references, verification of the candidate's identity, a satisfactory DBS Enhanced Disclosure, verification of qualifications, overseas check, teacher's prohibition check and satisfactory completion of induction/probationary period and submitting a signed Medical Declaration Form.

- With consideration given to the status of the role, further checks will include Prohibition from Management, Disqualification from Childcare and checks made for the applicant's right to be able to work in the UK.

- **Induction.** As part of the induction process all new members of staff will be trained by the School's Designated Safeguarding Lead according to our Child Protection Policies and Procedures. Staff induction also covers the full operating aspects of the school.

The governing body will review the policy as required and will assess its effectiveness and whether any changes are necessary.

Authorised by	The Senior Management Team
Date	August 2018

Effective date of the policy	September 2018
Circulation	Governors / teaching staff / all staff Parents / pupils on request