

# KINGSDOWN SECONDARY SCHOOL

## RECRUITMENT POLICY

Date: January 2015

Review: January 2017 or earlier if new Guidance/Regulations are issued.

Kingsdown Secondary School is committed to ensure that all recruitment is **fair** and fully compliant with Equalities legislation and **safe** . All staff and volunteers recruited to Kingsdown Secondary School will be subject to this policy.

1. All vacancies are advertised on the school website and in national/local publications/websites as appropriate for the post. All advertisements will carry a Safeguarding statement and emphasise the need for a DBS check.
2. Only applications on the standard Kingsdown Application form will be accepted – versions received electronically will be countersigned in person by any shortlisted candidates. Applications will be scrutinised for gaps and/or anomalies and issues explored at interview.
3. Potential candidates will be sent an Application Pack including a Job Description, Person Specification and information about the school including a safeguarding statement.
4. Candidates will be shortlisted against the criteria in the person Specification.
5. References will be sought using a standard request form which includes questions regarding the applicant's suitability for the post and their suitability to work with vulnerable young people.
6. References received by e-mail will be verified before acceptance
7. References will be taken up before interview whenever possible and any anomalies raised at interview. When timescales are too short any job offer made will be conditional on satisfactory references being received.
8. All candidates for the same post will be given the same tasks and interview questions and assessed against the criteria in the Person Specification. Interview questions will include values based questions to investigate a candidate's motivation for working with vulnerable young people. Records of interviews/tasks will be kept on the Personal File for successful candidates and for a period of 6 months in the case of unsuccessful candidates.
9. Offer letters to successful candidates will make it clear that the offer is subject to the satisfactory completion of pre employment checks.
10. The school will ensure that it is fully compliant with Part 3 of Keeping Children Safe in Education (April 2014) and any amendments which may be issued.
11. In the event of the school requiring urgent cover for a post reputable agencies will be used (who have carried out all the necessary checks) and individuals' identity verified against the photographs sent by the agencies.
12. The school will ensure that sufficient staff and governors have Safer recruitment training and one person with Safer Recruitment training sits on every interview panel.
13. The school ensures that the Single Central Register is kept up to date with details of all pre-employment checks.