

# **WOODLANDS PRIMARY SCHOOL**



## **RECRUITMENT AND SELECTION POLICY**

**Updated: July 2016  
Review: February 2019**



## **SCHOOLS HR**

### **WOODLANDS PRIMARY SCHOOL**

#### **RECRUITMENT AND SELECTION POLICY**

##### **1. Purpose**

The purpose of this document is to set out Woodlands Primary School's policy in relation to the recruitment and selection of staff.

##### **2. Scope**

The principles set out in this policy apply to all appointments made once a decision to recruit has been taken.

##### **3. Policy Statement**

Woodlands Primary School recognises the need to recruit the best possible staff to all posts. We are also mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

Woodlands Primary School will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

All appointees will be subject to a range of safer employment checks including

- Appropriate references
- A Disclosure and Barring Service check
- Qualification certificates checks
- Proof of Right of Work eligibility
- Medical clearance

#### 4. Principles

Our Policy is founded on the following key principles

- ✓ Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed.
- ✓ Staff will be appointed on merit
- ✓ The process of selection will conform to all legal requirements and will reflect the need to safeguard children and young people and promote their welfare.
- ✓ The process of selection will be open and accountable taking account of the right to confidentiality of individual applicants.
- ✓ Managers involved in appointing staff will have the appropriate skills and experience for the task.

#### 5. Recruitment and Selection Training

To support the principles of fair recruitment and selection in practice, individuals involved in the process will receive training which will include the technical skills required to prepare and review job descriptions and person specifications as well as interview and decision making techniques which will build competence in relation to child protection and promoting diversity and encouraging equality of opportunity.

#### 6. References

Wherever possible references will be taken up on all shortlisted candidates prior to interview. Any issues identified will be explored further with the referee and / or the candidate at interview.

References on behalf of the school will only be provided by the headteacher.

	<b>Date Created</b>	<b>Owner</b>	<b>Date approved by School Panel</b>
	<b>2014</b>	<b>Schools HR</b>	<b>Autumn 2014</b>

**This policy/document was reviewed by:**

**Signed** ..... **Date** .....

**Position** .....

**Signed** ..... **Date** .....

**Position** .....

**The next revision date is:**