The Oak Tree Federation Recruitment and Selection Policy

Date: reviewed January 2019

Document summary

This policy sets out the procedure for recruiting and selecting staff at Laughton School.

The policy is designed to ensure the recruitment and selection process is fair, open and transparent and promotes equal opportunities to all groups throughout the local community.

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Related information

Other County Council policies:

Promoting Diversity and Equality of Opportunity in Employment Policy

On-line resources Intranet and CZone:

Recruitment and Selection Toolkit

Recruitment and Selection e-learning course

Equality and diversity e-learning course

Employing Temporary Staff page

ESCC web site:

Child Employment Employer's Guide

Accessibility help

Zoom in or out by holding down the Control key and turning the mouse wheel.

CTRL and click on the table of contents to navigate.

Press CTRL and Home key to return to the top of the document

Press Alt-left arrow to return to your previous location.

Note: Blue typeface within the text below indicates information that is available on the staff Intranet/Czone.

Recruitment and Selection Policy

Key points

- The recruitment process should be fair, open and transparent
- It should provide the flexibility to develop the capacity of the existing workforce and simultaneously open up employment opportunities to the external community
- Selection should be valid and justifiable and based on job related objective criteria
- Recruiting managers/governors should be trained in recruitment and selection or be able to demonstrate equivalent experience, knowledge and skills
- Recruiting managers/governors should adopt a professional approach – recruitment is just as much about the candidate learning about the school as it is about the school finding the right person for the job
- Pre-employment checks must be carried out to verify recruitment decisions
- Some appointments are exempt from the recruitment process
- Abolition of the default retirement age from 6 April 2011 has opened up opportunities for older workers
- Particular considerations apply to young workers aged 18 or under
- Recruitment is just the start of someone's introduction to the school – recruiting managers should ensure they induct and develop the employee throughout their time with the school

1. Scope

1.1 This policy applies to all County Council employees, including schools based employees where the Governing Body has adopted the policy (subject to such other changes that may have been adopted by the Governing Body of the school.

1.2 The term "recruiting manager" includes those members of a school Governing Body, who have been nominated for recruitment and selection panels, and headteachers, to whom authority to recruit all employees, except senior teaching staff, should be delegated by the Governing Body.

1.3 This policy should be used for any appointment requiring a selection procedure. For exemptions from the selection procedure, see Section 6 below.

2. Principles

2.1 The County Council recognises and values the diversity of its workforce and communities and wants to ensure that all the attributes, talents and skills available throughout the community are recognised when employment opportunities arise. Its principle is that jobs should be filled by those best able to do them.

2.2 The County Council takes every possible step to ensure that its staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. All employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria.

2.3 The County Council opposes all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, marital and civil partnership status, sex, sexual orientation, medical condition (including people living with HIV or AIDS), disability and age. This policy should be read with the Promoting Diversity and Equality of Opportunity in Employment Policy.

3. Who makes Appointment Decisions?

3.1 For schools based staff: appointment decisions are the responsibility of the ~~relevant~~ Governing Body. For the majority of posts, this responsibility is delegated to the school's Head Teacher and/or senior staff.

3.2 For Head Teacher and Deputy Head Teacher posts, the responsibility for recruitment and selection is delegated to an appointment panel of nominated governors. They are required to shortlist and interview candidates and make a recommendation to the full Governing Body who make the final appointment decision. Under the provisions of the Education Act 2002, the Director of Children's Services (or nominated representative) has an entitlement to offer advice in Head Teacher appointments, and the panel have a duty to take this advice into consideration. He or she is therefore entitled to attend all selection proceedings.

4. What are the Recruiting Manager's Responsibilities?

4.1 The recruiting manager should ensure they are fully trained or able to demonstrate from previous experience that they have the skills and knowledge required to successfully implement this policy and recruit and select in a fair and open way. This should include an understanding of the Promoting Diversity and Equality in Employment Policy and relevant employment legislation as well as completion of the mandatory online training courses in Recruitment and Selection and Equality and Diversity~~.~~

4.2 The County Council provides a Recruitment and Selection Toolkit which is available on the Intranet and has guidance notes on each stage of the recruitment process. Recruiting managers are required to have an understanding of their role and responsibilities in each stage. A similar Recruitment and Selection Toolkit is available on CZone for use in Schools.

4.3 Recruiting managers in schools need to be aware of the following information in relation to managing the recruitment and selection process in schools:

The Governors Guide to the Law – Chapter X Staffing in Schools

The School Staffing (England) Regulations 2009

Guidance on managing staff employment in schools – Guidance issued by DfES (now DfE) for Governors, Head Teachers and Local Authorities

Guidance on the mandatory requirement to hold the National Professional Qualification for Headship (NPQH) issued by DCSF (now DfE) in 2009.

For further information see CZone/Schools Personnel and Training/Recruitment and Retention/Recruitment and Selection/Before You Recruit.

4.4 Where an applicant has indicated under Declaration of Interests that they know or are related to an existing employee or County Councillor, it is the responsibility of the recruiting manager to ensure that this person is not involved in the appointment, or the decision behind the appointment. If you are responsible for appointing employees, you must ensure that the recruitment decisions are based solely on assessment through the appointment process. Any potential conflict of interest should be declared to the Assistant Director/Headteacher/Chair of Governors, as appropriate, in advance of shortlisting.

4.5 For schools it is essential that at least one member of the selection panel has achieved accreditation on Safer Recruitment, through the completion of the assessment process, by registering for the on-line training which is currently available through the Children's Workforce Development Council (CWDC). Alternatively school based staff and governors may have completed the accreditation process through attending the workshops delivered by the Local Authority on behalf of the National College for School Leadership, or by completing the CZone /Safer Recruitment on-line training available through the CWDC.

5. Abolition of the Default Retirement Age

5.1 From 6 April 2011 Paragraph 9 of Schedule 9 of the Equality Act 2010 has been repealed making it unlawful not to recruit a person solely because they are aged 65 or over or are within 6 months of reaching age 65.

6. Appointments exempt from selection procedures

6.1 There are a number of occasions where direct appointments can be made without the full selection process. These include:

- **Redeployments** – people on redeployment are given the opportunity to apply for jobs before they are advertised. This includes employees who are subject to a notice of redundancy, those who have become disabled during the course of their employment and those who for health reasons require alternative employment. If successful, the post will not be advertised externally
- **Temporary to permanent contracts** – people on temporary contracts can be made permanent as long as the appointment to the temporary post had been subject to a competitive process
- **Career opportunities** – Chief Officers/Headteachers may designate some posts as suitable development opportunities for existing employees. These are not advertised externally. An example could be project work to support an employee's continuing professional development (CPD)

7. Politically Restricted Posts

7.1 The Local Government and Housing Act 1989 imposed restrictions on political activities by employees who held certain categories of posts. This includes the Chief

Executive, Chief and Deputy Chief Officers, the Monitoring Officer and s.151 Officer (Chief Finance Officer) and any posts that are 'politically sensitive' defined as giving advice on a regular basis to Members or speaking on behalf of the County Council on a regular basis to journalists or broadcasters. For further information, see the Guidance about Politically Restricted Posts.

8. What about Agency Staff?

8.1 The County Council aims to fill all vacant posts with directly employed staff. The use of agency staff should therefore be kept to a minimum and used for short-term or emergency staffing needs only. Where agency staff are required, it is mandatory for non schools based appointments that they should be recruited using Comensura.net, the County Council's appointed procurement company.

8.2 For further information, see Employing Temporary Agency Staff on the Personnel/Recruitment and Selection pages of the Intranet.

8.3 Recruiting managers in schools should refer to the CZone page: Schools Personnel and Training/Recruitment and Retention/Temporary Staff.

9. Employing Young People

Young Workers aged over 18

9.1 You may still have special responsibilities to young workers in respect of pay and training, even when they are over the age of 18. Further details can be found via the web link in Paragraph 9.8 above.

10. Who deals with complaints?

10.1 Complaints should be made to the Headteacher, who will seek advice, where necessary, from Personnel and Training. If the complaint involves the recruiting manager orHeadteacher, complaints should be directed to Chair of Governors.

11. Who is responsible for implementing this policy?

11.1 Governing Bodies and Headteachers are responsible for implementing this policy within their schools and ensuring that their managers have the skills and knowledge required to use this policy and recruit and select in a fair and open way.

Equality Impact Assessment Summary for

Recruitment and Selection Policy

Date of assessment: June 2010

Managers' name and role: Vicky Graham – Assistant Personnel Officer, Nicholas Earley – Customer Relations Adviser, Liz Felstead – Head of Workforce Development and Wellbeing

This is a summary of the findings of the Equality Impact Assessment for the Recruitment and Selection Policy. For full details of the assessment, please contact the manager named above.

Summary of findings

Positive impact on disabled applicants.

Negative impact on over 65s / Children aged 16 or under / Workers aged 16 and 17 / Young Workers aged over 18 but the impact is intended and legal due to current legislation and safeguards.

Positive impact on over 65s / Children aged 16 or under / Workers aged 16 and 17 / Young Workers aged over 18 in safeguarding the interests of the County Council, its stakeholders and the wider community (applicants, employees, members of the public).

Areas requiring further attention;

- Transgender
- Geographical area
- Increased consultation

Summary of recommendations and key points of action plan

- Age – review and amend policy in line with any future legislative changes.
- Transgender – set up a system for monitoring and evaluation. To be put forward to East Sussex County Council's Lesbian, Gay, Bi-sexual and Transgender (LGBT) forum for consultation and feedback.
- Geographical area - assess the number of people from areas of deprivation who apply, are interviewed and offered posts with East Sussex County Council. (For 3.7 'Other').
- Increased consultation – our investigations have indicated that further consultation is required to fully understand the impact this policy has on members of the community who are represented by the seven strands.

Groups that this project or service will impact upon

If there is an 'x' in the box below a '+', it means the strategy or policy has a positive impact on that group. A 'x' below the '-' sign means there is a negative impact.															
Race		Gender		Sexual Orientation		Age		Disability		Religion/ Belief		Other		All	
+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
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