

Alpha Plus Group Recruitment

This Procedure is intended to help all Heads and Principals through the process of recruitment from potential vacancy to post appointment. Initially a Head / Principal should discuss the vacancy with the Directors. It may also be appropriate to discuss this with the Finance Director. All Heads & Principals must undergo Safer Recruitment Training.

- The appointment of staff is one of, if not the, most important roles of a Head/Principal
- It is the process that will be challenged not your judgment – never take things for granted (consider - equal opportunity/discrimination = a need to show consistency and fairness) and so...
- There is a need for quality time to be set aside for the preparation of support documentation and planning.
- Making the 'wrong choice' or having the process challenged will/can be costly in relation to reputation, time, budget, and most importantly children's learning

Once a decision has been taken to proceed the following order of events MUST be complied with:

1. Decide upon job and person specification, taking into consideration equal opportunities.

Equal Opportunities

The Alpha Plus Group Ltd wholeheartedly supports the principle of equal opportunities in employment; and actively opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion, sexual orientation, marital status, age or disability. We believe that it is in the company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills of all potential employees are considered when employment opportunities arise. We apply these principles to full-time or part-time employees. Failure to comply with the equal opportunity policy may make the Group vulnerable to action by an unsuccessful applicant before an Employment Tribunal.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, appointment and promotion are based solely on objective and job related criteria. This policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay and to every other aspect of employment. All terms and conditions of employment and related benefits shall be non-discriminatory, other than where there are legal grounds for discriminating in the case of specific jobs with particular requirements i.e. that an individual of a particular sex, race or religion is required to carry out the job. Applicants for employment will be assessed according to their skills, experience and suitability for the job.

The policy does not require all job vacancies to be advertised externally. Where a Head Teacher or College Principal considers there are suitable internal candidates for a post, they may invite internal applications only. However all members of staff who consider themselves suitable for the post must be given an opportunity to apply, and the application and selection procedures set out below must be adhered to. Where a post is advertised externally, internal applications must be permitted, and all candidates (internal and external) must be considered equally according to the same criteria.

Where a recruitment agency is commissioned to assist in the recruitment to a vacant post, they will be expected to abide by the spirit of the Group's equal opportunity policy, and may be asked to provide documentary evidence that they have done so.

All job applicants will be provided with a copy of the Group equal opportunity policy. The effectiveness of the policy will be monitored through the collection of ethnic origin data from job applicants. If any applicant believes that he or she has been discriminated against in the selection process on the grounds of sex, sexual orientation, race, religion or disability, he or she should report the matter to the Chief Executive for further investigation.

2. Draw up an advert and make sure the job spec, person spec, application form and equal opportunities form are downloadable. Be clear about what **sort of person** you want and the range of experiences, qualifications and personal qualities desired. You need to request that this is reflected in the letter of application and also supported by their CV and references. Your documentation needs to indicate clearly the **type of person** most suited to the post that you are seeking to fill. (JD; person spec; advert and information about the school). Remember quality rather than quantity and that your website will be looked at - first impressions matter!

3. Decide on appropriate media e.g. TES, Guardian Jobs, also place the advert with, Job Centre Plus, Alpha Plus website and own School / College site simultaneously with the information pertaining to the post. On the first day of advertising, a copy of the advert showing the date it is first seen must be taken. A minimum of 2 weeks later the advert should close and another copy, with date taken. If your preferred candidate is not a settled worker ** the post must be advertised for a minimum of 28 days therefore for a further 14 days.
4. Please note that at least one person on any appointment panel has undertaken safer recruitment training. School Staffing (England) Regulations 2009, regulation 9: at least one member of a recruitment panel must undertake safer recruitment training which, subject to parliamentary procedure, from September 2014 will no longer need to be provided by a person approved by the Secretary of State. Schools may choose appropriate training and may take advice from their LSCB in doing so. The training should cover, as a minimum, the content of this guidance.
5. Arrange a **pre interview meeting** – that will enable you to agree:
 - Approach/timetable + chair + room layout
 - Focus/target points (experience/views/ challenges – also their preparation/understanding of the post)
 - Questions number and format – link to a pro-forma
6. Suitable candidates who are longlisted should be interviewed by **at least** two people. Suitable interview questions are enclosed as is a pro forma for recording answers and scores. Again this information must be kept. Reasons for non-appointment should be detailed.
7. Post Interview:
 - Making the choice – consistency and use appropriate 'scoring' format.
 - Debriefing the unsuccessful candidate
 - Debriefing the successful candidate
 - Reflect on the process
8. It may be necessary to short list in which case procedure 5 should be repeated.
9. An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks.

10. When appointing new staff, teaching and non-teaching staff, schools and colleges must:
 - verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
 - obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity;
 - obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available however the individual will still not be able to have any unsupervised access;
 - check that a candidate who is to be employed is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
 - verify the candidate's mental and physical fitness to carry out their work responsibilities.
 - A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
 - verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
 - If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see relevant sections below); and
 - verify professional qualifications, as appropriate
 - Employers should always ask for written information about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

11. If you have not called for references you should do so. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They should always be requested directly from the referee and employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials. On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

12. You should ask for 3 references and interrogate them thoroughly. Any offer must be subject to satisfactory references, plus an enhanced DBS and prohibition order clearance, the interrogation of qualifications

and proof of the right to work. A copy of their passport should be taken signed, dated and retained. Where documents are not in English these must be accompanied with a translation. All copies of documents must be signed and dated.

13. Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).
14. An offer letter template is included and should be amended as necessary depending on the vacancy requirement. If negotiations over pay are necessary, these should be done prior to the offer letter being sent. The contract should also be sent out simultaneously and contain the same stipulations as the offer letter.
15. With the offer letter all other relevant documents must be sent i.e. DBS form along with completion notes etc, Employee Information Form, P46 form and all other 'proofs' i.e. certificates (originals), passport etc. must be checked, copied and verified.
16. Once the offer letter and contract has been signed and returned a file for the successful applicant must be made with copies of all documentation. The person should also be added to the migrant workers file if appropriate. If the employee is a non-EEA national who requires permission to work, all documentation from 3 onwards must be placed in both their personnel file and migrant workers file. This must be checked and the passport seen, recopied, signed and dated annually and will be subject to spot checks. Once a migrant worker has been paid a copy of their pay slip should be added to the file.
17. All other information pertaining to the interview process should be kept together for at least 12 months. Where a non-EAA national who requires permission to work has been employed, the information should be kept for the duration of employment.
18. Each personnel file must have within it a grid similar to the one overleaf. In each School / College handbook there must be a note to say that each member of staff must alert the office to any changes in circumstances. Regular reminders should be put out to staff. Each migrant worker must not only do this but sign each term to say that there have been no changes. If there are changes to the migrant worker information the Head or Principal must forward this to the Trisha Gajjar at Head Office who will pass this on to Immigration.

Name:
Home Address:

Email Address:			
Mobile Telephone Number:			
Home Telephone Number:			
Name of Next of Kin:		Address of Next of Kin:	
Signed:	Date:	Signed:	Date:
Signed:	Date:	Signed:	Date:

19. All migrant workers must be registered to work at the school they work for having a work permit is not enough.

20. An attendance register must be kept for staff. If a migrant worker has 10 unauthorised absences this must be reported to the Head of HR Immediately.

21. A report must also be made to the Head of HR in the following circumstances:

- If a migrant worker does not turn up on his/her first day of work
- If a migrant worker is dismissed or resigns
- If a migrant worker's immigration status changes so that they no longer require sponsorship (e.g. they obtain indefinite leave to remain)

22. If a member of staff moves within the group i.e. to a Headship their personnel file must be passed onto the new school / Queen Anne Street.

**** Settled worker is normally a resident in the UK with no Immigration restrictions on the length of stay. To be free of immigration restrictions you must have the Right of Abode or Indefinite Leave to Remain in the UK**