

**WEST KIRBY RESIDENTIAL
SCHOOL**

STAFF POLICY

RECRUITMENT

**September 2003
Reviewed Spring 2009**

Recruitment Policy

1. Once a post falls vacant or, due to changes in pupil numbers or working practices, additional posts are required, a review will take place with the Principal and Head of Support Services on the requirements for the post.
 - 1.1 a job description will be drawn up
 - 1.2 where appropriate a person specification will be drawn up
 - 1.3 the appropriate salary in accordance with current pay scales will be agreed.
2. Directors' agreement will be sought to proceed with recruitment.
3. Internal candidates will be given consideration in the first instance.
In the event that there are no suitable internal candidates
or
a suitable internal candidate is available but it is thought, in the interests of the school, that a wider range of applicants would prove beneficial
the post will be advertised externally.
4. Advertisements will be drawn up having regard to the Safer Recruitment Procedures and Schools Equal Opportunities Policy and placed in media appropriate to the post on offer.
5. In the case of Senior Posts within the School the Directors will delegate a selection panel to carry out the interviews.
6. For other posts Directors will delegate the selection panel to Senior Management and Section Heads.
7. The interviewing panel will consist of no less than two persons. At least one person on the interviewing panel will have undertaken NCSL Safer Recruitment Training.
8. A closing date for receipt of applications will be given in the advertisement. Short listing will take place within one week of the closing date.
9. Applicants will be expected to complete an application form available from the school. The accompanying letter sent out should indicate that applications will not be acknowledged without a s.a.e., the closing date for receipt of applications and should specify a date by which time candidates may consider their application to have been unsuccessful.
10. Short listing will be carried out by the interviewing panel which will consist of no less than two people.
11. Short listing will be carried out having regard to the Safer Recruitment Procedure and School's Equal Opportunities Policy.
12. All short listed applicants will be notified giving seven clear days. Sufficient information will accompany the invitation to interview to assist candidates in deciding that, both the post on offer and the school is suited to them.

13. Immediate references will be sought from all short listed candidates. At least one reference should be available by the interview date, candidates assistance in ensuring this may be sought. If at least one reference is not available the offer of interview may be withdrawn.
14. The interviewing panel should meet prior to the interviews to agree questions.
The same questions will be asked of each candidate, with follow up questions for clarity where needed.
Brief notes of responses should be kept for record purposes.
A scoring mechanism will be used by all interviewers to assist the decision making process.
Questions will be in accordance with the School's Equal Opportunities Policy and will concern the candidates' professional ability and resilience to carry out the post on offer.
15. The Decision of the panel should rest on the candidates' ability and resilience for the post and responses to the questions put.
16. Dependent upon the post being offered reference should be made to 'List 99' may be required.
17. A letter of appointment will be sent to the successful candidate within one week of the interview date.
18. Unsuccessful candidates will be notified in writing.
19. All successful applicants will be provisionally offered a post subject to all references being checked and satisfactory; medical clearance from the School's Medical Officer; rigorous checks through the Independent Safeguarding Authority; a satisfactory enhanced disclosure being received and will be subject to a six month probationary period.
20. A personal file will be opened once a signed acceptance of the post has been received.
21. A contract of employment will be issued once all formalities are complete.

Marilyn P Josey
Head of Support Services
March 2009