Halley Primary School

Including all learners, achieving their best

Recruitment and Selection Standards

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Halley Primary School
Including all learners achieving their best

OUR INTENT

OUR VALUES



OUR VISION

Provide a safe, supportive, and stimulating environment that enables and encourages highest standards of achievement (**ambition**).

Broad, balance and **creative** curriculum which makes the most of the learning opportunities offered by the richness and diversity of the **cultures** and environment on our doorstep.

Provide an **enriched practical** curriculum based on excellence and **enjoyment** that allows for **exploration**, **enquiry**, and opportunities to ask questions.

OUR AIMS

1. All of our children to become **successful independent** learners.
2. All of our children are equipped with skills and knowledge to meet their current and future needs and **creative** potential.
3. All of our children are **confident** individuals who can live safe and **healthy** lives.
4. All of our children **respect** and value each other's contributions, irrespective of race, gender, religion or ability.
5. All of our children are **self-aware** and able to manage their own behaviour understanding it has an impact on others.
6. All of our children are active and motivated **citizens** within the wider school community.

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Recruitment and Selection Standards

1. The Purpose of these Standards

Halley Primary School aims to promote itself positively as an employer to attract and select the best people and build a quality workforce which reflects the community it serves.

These standards are intended to implement that aim. They are addressed to elected Members of the Authority, Managers and Human Resources staff. They will ensure that recruitment and selection methods meet legal requirements, comply with the Halley Primary School's equal opportunities policy and incorporate best practice.

These standards apply to the recruitment of permanent and all forms of directly employed temporary staff.

2. Halley Primary School Standards

During the recruitment process you should:

- promote a positive image of the Halley Primary School as an employer
- ensure that all stages of the recruitment process are dealt with
- promptly and effectively
- ensure that you have the authority to appoint, and that you are fully aware of any special requirements which apply (committee involvement, 'politically restricted' post, declaration of interests, DBS check etc.)
- ensure that the job description and person specification for the post have been reviewed and the contents are current and accurate
- consider any of the Halley Primary School's initiatives for succession planning and

talent management and whether the vacancy could be used to offer an opportunity to further these initiatives

- ensure that all disabled applicants who meet the essential criteria are offered an interview
- give full consideration to promoting the opportunity for full-time posts to be held by part-timers or offered on a flexible working basis
- consider the appointment of any current redeployees with transferable skills and experience
- advertise internally via the vacancy list
- use the Corporate style for external recruitment advertising; base copy on the job description and person specification; choose advertising media which reflect the target population(s)
- provide candidates with a standard application pack
- ensure that there is no unnecessary restriction on who can apply for jobs e.g. ensure suitable provision is made for applicants with a disability and that reasonable adjustments have been made where appropriate
- ensure that all personal data that is collected during the recruitment and selection process is clearly justified for making fair decisions, and not excessive in relation to that purpose
- ensure that all records of the recruitment exercise (applicant details, shortlisting grid, interview notes and scores, etc.) are kept (on a secure basis, prior to shredding) for at least six months after the selection decision has been made
- ensure that the appropriate checks are made on the successful candidate including obtaining a disclosure from the Disclosure and Barring Service for all appointments to posts that are eligible and listed as requiring such a check
- only make a job offer on a conditional basis until all the required checks (including references) are satisfactorily completed
- make all appointments using Halley Primary School's standard terms and conditions of appointment
- seek advice from Human Resources & Workforce Development if you wish to

withdraw an offer.

Specifically in relation to selection of the successful candidate you should:

- treat all candidates fairly and in line with the Halley Primary School's Equalities policies
- comply with the Halley Primary School's policy on the recruitment of ex-offenders (see Appendix 1)
- ensure that all selection requirements and techniques are related specifically to the person specification
- ensure that selection panels are balanced for gender and ethnicity; they should consist of a minimum of two people and a maximum of four. All panel members must have received appropriate training in recruitment and selection skills and should be consistent throughout the process. If the panel is reduced to one person, the process should be stopped and restarted with a reconstituted panel
- use skills tests only to measure job criteria and make sure they are valid, fair, reliable and unbiased
- ensure that psychometric tests are administered and interpreted by trained assessors
- seek references, to check suitability for appointment, from internal and external candidates
- give constructive verbal feedback to unsuccessful candidates if requested.

3. Redeployment

Halley Primary School has responsibilities towards its existing employees who for various reasons, such as to adapt to a disability or, for the avoidance of redundancy, need to be considered for a job move.

These employees will normally have priority consideration for suitable vacancies.

APPENDIX 1: POLICY ON THE RECRUITMENT OF EX-OFFENDERS

1. Equal Opportunities Policy Statement

1.1 Halley Primary School's policy towards the recruitment of ex-offenders should be read in the context of the school's policy statement on equality and diversity. This statement outlines Halley Primary School's commitment to provide services and employment opportunities fairly, without discrimination, and to keep to all relevant codes of practice. This applies equally to its responsibilities under the Rehabilitation of Offenders Act 1974 as amended.

1.2 Halley Primary School wishes to make it clear that having a criminal record will not necessarily bar anyone from employment. This decision will depend upon the nature of the post, and the circumstances and background of the offence(s).

2. Recruitment of ex-offenders

2.1 Halley Primary School is committed to the fair treatment of its staff and potential staff. As an organisation using the Disclosure and Barring Service (DBS) 'Disclosure' service to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for posts fairly.

2.2 Halley Primary School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

2.3 Halley Primary School has a statutory duty to request a Disclosure posts. For other posts, a Disclosure will only be requested after a thorough risk assessment has stated that one is both proportionate and relevant to the post concerned. For a post where a Disclosure is required, all application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the post.

2.4 Where a Disclosure is to form part of the recruitment process, all applicants called for interview are encouraged to provide their criminal record at an early stage in the process. This information should be sent under separate, confidential cover to [a designated person within Halley Primary School], who guarantees that this information is only seen by those who need to see it as part of the recruitment process.

2.5 Unless the nature of the post allows Halley Primary School to ask questions about candidates' entire criminal record, only questions about "unspent" convictions, as defined in the Rehabilitation of Offenders Act 1974, will be asked.

2.6 Halley Primary School undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.

2.7 At interview, or in a separate discussion, opportunities will be pursued to ensure that all necessary evidence is collected upon which selection decisions can be fairly based. This will include the relevance and circumstances of offences.

2.8 Failure to reveal information, which is directly relevant to the post, will lead to a subsequent withdrawal of any offer of employment.

2.9 Halley Primary School makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and will make a copy available on request.

Halley Primary School will undertake to discuss any matter revealed in a Disclosure with the person seeking the post before any decision is made to withdraw a conditional offer of employment based on the Disclosure