

# **MEADFURLONG SCHOOL**

## **STAFF RECRUITMENT AND SELECTION POLICY**

January 2010

The Governing Body operates within an agreed procedure for the recruitment and selection of all staff as identified in the LA's recommended procedures. The school buys into the Strictly Education's Personnel provision. This policy should be read in conjunction with the 'Whole School Pay' policy and School's policy on 'Performance Management' - both policies are good sources of questions for interview. Details of the recommended procedures for recruitment and selection of staff are given below.

### **1. Recruitment**

Job Descriptions/Profiles and Personnel Specifications are provided to all applicants for posts within the School detailed information about the School and its structures are provided to all prospective candidates. All advertisements state the full pay range relating to the post, the closing date and, if possible, the interview date.

In agreement with LA recommendations all vacancies are advertised as widely as possible and in appropriate publications. eg the TES for permanent teaching vacancies, local and regional papers for permanent or temporary teaching and support vacancies, the LA's 'Recruitment Bulletin' for all posts. In keeping with the LA's recommended procedures Headteacher vacancies (whether temporary or permanent) must be advertised in the national press.

Completed application forms and associated references for advertised positions within the school are kept securely in the school office until an appointment has been made. Following the appointment the successful candidate's application and associated references are forwarded to the LA. The other completed application forms and associated references (originals) are kept for a reasonable time in the Headteacher's office. All copies of application forms and associated references are destroyed when an appointment has proved successful. The other original application forms and associated references are retained in case the successful applicant does not take up the post and this can then expedite the appointment of a replacement.

### **2. Selection**

#### **Short Listing**

A shortlist of applicants will be elected for interview following assessment against criteria identified in the personal specification sheet. The personnel specifications detail criteria that are 'essential' and those that are 'desirable' for the post older – these criteria are used during both the selection and interview processes. In this way we hope to match skills to

the duties of the post and thereby appoint suitable staff – this is a major feature of our on-going occupational stress management programme.

**Invitations for Interview**

All candidates are normally informed of the result of the short listing with two weeks of the closing date and are normally given at least one weeks advance notice of an interview. Applicants are informed in advance of the interview arrangements including any apparently informal processes which will again be assessed against the criteria on the personal specification sheet. In keeping with the equal opportunities policies of the school and the LA all candidates are asked the same questions which are directly linked to the personal specification. Candidates are always instructed that that they may pause to collect their thoughts before starting to answer a question and that they can ask for a question to be repeated at any time during the answer to a question. The interview panel are able to ask a candidate to elaborate on an answer – it is the best candidate that is required, not the candidate with the best interview technique. At the end of the interview candidates will be asked if there are any questions that they wish to ask or any points/statements that they would like to make in support of their application. Detailed records of the process are kept for a period of one year – including questions asked and individual candidate’s responses.

**3. Composition of Interview Panels**

See attached Terms of reference of personnel sub-committee

Signed..... Chair of Governors

Date.....