

# Recruitment Policy



## THE BRITISH SCHOOL OF TASHKENT

A NORD ANGLIA EDUCATION SCHOOL

<b>Approved by:</b>	Dr Andre Nel, Principal	<b>Date:</b> 10.3.21
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# RECRUITMENT POLICY

## INTRODUCTION

Nord Anglia Education (“the Company”) recognises that its employees are fundamental to its success. Nord Anglia Education and its family of schools therefore need to be able to attract and retain employees of the highest calibre. Therefore a strategic, professional approach to recruitment is essential. The purpose of this policy is to provide a sound framework for the recruitment and selection of employees based upon the principles outlined below.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. BST is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, Nord Anglia and the school expects all staff and volunteers to share this commitment.

The aims of the Safer Recruitment as part of this policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

- The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.
- The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at BST.

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The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2019 and Prevent Duty Guidance).

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## **RECRUITMENT PROCESS**

- 1.1 There are a number of key stages in recruiting and selecting for a post.
  - Approval
    - All new roles will require an approval to hire. Please refer to Appendix 1: Approval Matrix
    - To obtain approval, all individual posts must have their own up to date and accurate Job Description that should be drawn up by the Line Manager as part of the approval to hire.
    - Any role that is a replacement still requires approval as this allows for reflection on staffing levels and any possible adjustments to the role. In schools a vacated role, when budgeted, usually will result in a replacement but all Principals need to confirm that with their Regional Managing Director before proceeding to hire, as budgets are always subject to the school's performance, student numbers against budget and student to teacher ratios.
  - Selection Panel
    - The selection panel needs to be agreed and identified at the approval stage. The selection panel is responsible for shortlisting candidates against essential and desirable criteria, conducting interviews, completing interview records and making the selection recommendation.
    - Generally for teaching posts the selection panel will include the Principal, Head of School (line manager) and HR. For Central Support roles, this may include the Line Manager, Senior Leadership Team (SLT)/Executive Committee Member (EXCO) member, and HR.
  - Advertising and Hiring Channels
    - Depending on the type of role, budget, sensitivity and location, HR will work with the Line Manager on the most appropriate channel, which may include advertising, search, agency etc.
    - Our Brand guidelines must be adhered to. All external and internal advertisements must be signed off by the Regional Managing Director and Regional HR Director for roles in the schools; the Group HR Director (Group HRD) and EXCO member for roles at Group level; and the HR Manager and Director of Learning Services for roles in Learning Services.
    - Employment Agencies

- Recruitment agencies cannot be engaged without HR's involvement and agreement.
- HR is responsible for negotiating terms and fees prior to engagement. Terms of Business must be reviewed and approved by the Legal team prior to signing.
- Timescales
  - HR requests advanced notice of 3 business days before the advertising booking deadline.
  - Generally allow for a minimum of 12 weeks before target commencement date.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the SLT to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with them.
- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The regional office has delegated responsibility to the Headmaster and HR manager to lead in all appointments.

## **RECRUITMENT AND SELECTION PROCEDURE ADVERTISING**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, this can entail an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

## **APPLICATION FORMS**

BST uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form on JobTrain will not be shortlisted.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected.

## **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in a boarding environment.

## **REFERENCES**

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

For all teaching staff and where possible for administrative staff who are working in a school, a telephone call to the current principal of a prospective employee will also be done by either the principal or the HR Manager. This is a compulsory part of the application process.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives.

## **INTERVIEWS**

There will be a face-to-face or virtual interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. Applicants selected for a second interview will be notified. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;

- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- Police check for the past 10 years;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in Uzbekistan;
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

## **MEDICAL FITNESS**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

## **INDUCTION PROGRAMME**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct and make clear the expectations which will govern how staff carry out their roles and responsibilities.

## **SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the Human Resources Department. The Single Centralised Register will contain details of the following:

- All employees who are employed to work at the school;
- all employees who are employed as supply staff to the school whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, eg sports coaches etc.

## **RECORD RETENTION/DATA PROTECTION**

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, eg so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

## **ONGOING EMPLOYMENT**

BST recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

## **LEAVING EMPLOYMENT AT BST**

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed.

## **CONTRACTORS**

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

## **VISITING SPEAKERS**

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at security, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

## **VOLUNTEERS**

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to give permission that permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

## **MONITORING AND EVALUATION**

The Head of Human Resources will be responsible for ensuring that this policy is monitored and evaluated throughout the school.

**Appendix 1**  
**Group Recruitment Approver Matrix**

Location	Role	New Vacancy Approver		Human Resources lead contact
		Line Manager approval	Final approver	
School	Teaching	Head of School	Principal	Regional HRD
	Support	Head of Department	Principal or Regional MD	HR Officer on site
	SLT	Principal	Regional MD	Regional HRD
Group Central Support	Employee	Group HRM	SLT member	Group HRD
	Manager	Group HRD	EXCO member	Group HRD
	SLT	Regional MD and Group HRD	CEO	Group HRD
Learning Services Project	Employee	Local HR	SLT member	Regional HRD
	Manager	Regional HRD	EXCO member	Regional HRD
	SLT	Group HRD	CEO	Regional HRD
Regional Support	Employee	Regional HRD	SLT member	Regional HRD
	Manager	Regional HR	EXCO member	Regional HRD
	SLT	Group HRD	CEO	Regional HRD



## Appendix 2

### Recruitment Procedure - replacement or filling of a new vacancy

