

RECRUITMENT AND SELECTION POLICY AND PROCEDURE

1. Policy Statement

Oaklands College accepts responsibility to ensure that all recruitment and selection is carried out in a fair and equitable manner. The success of the College depends upon recruiting effective staff and recognizes that a fair and consistent selection process will ensure the best person for the job is appointed.

Recruitment refers to the overall process of filling a vacancy and selection refers to the way in which we decide which individual is suitable for that vacancy. When appointing staff, we take into account the following:

- Oaklands' Equal opportunities policy
- Legislation including the Equality Act 2010 and the Data Protection Act 1998
- Requirements for compliance with UK Immigration legislation
- [Keeping children safe in education](#)

The College will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation and best practice. The College will provide appropriate training, development and support to those involved in Recruitment and Selection activities in order to meet this core principle.

The College will promote best practice in recruitment and selection, and will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

The College will ensure that its recruitment and selection processes are cost effective.

The objective of this policy is to determine what constitutes a fair recruitment and selection process and to guide management in complying with this effectively and safely.

2. Scope

This policy applies to all staff involved in the recruitment and selection of staff; this includes internal recruitment. It is the responsibility of the manager to ensure their staff familiarise / follow this policy.

Appointments must be made in accordance with this policy and must, therefore, be subject to advertisement and selection.

3. Purpose

This policy is designed to ensure that the recruitment approval process is followed, and the selection process is carried out in a fair and equitable manner:

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- Ensuring equal opportunity for all candidates
- Ensuring the best selection methods are engaged to appoint the best person for the job
- Ensuring cost effective recruitment

The College policy is to recruit the best person for each vacancy using a fair, transparent, systematically reviewed recruitment and selection process. It is also essential that the College creates and maintains a culture of safe recruitment by having in place recruitment procedures that help deter, reject or identify people who might abuse children or young people.

4. Principles

In order to achieve this, the following principles and values are required:

- Selection process must allow everyone an equal opportunity to participate and reasonable adjustments must be taken into consideration.
- Selection methods such as the shortlisting criteria, questions used during interview, and tasks / micro-teach must be used for the selection process and relevant to the role.
- Recruitment activity is within budget and has gone through the staffing request approval process.

5. Approval Process

Before the process of recruiting a new member of staff can take place HR must have an approved recruitment request. To submit a staffing request the following process must be followed.

The first stage of approval is ensuring the full completion of a Staffing Request Form, this will need to be completed by the hiring manager. It is essential that the form is fully completed; failure to do so will delay the recruitment process. The staffing request form can be found on the staff intranet under HR / Recruitment alternatively please contact HR for a staffing request form.

Once the staffing request form is complete, this will need approval from your Director, if approved your Director will then need to forward the staffing request confirming approval and send to the following email address; StaffingRequest@oaklands.ac.uk no later than 5pm on a Thursday.

The next stage of approval takes place with the Finance Director, which is held each Monday morning where each staffing request is discussed, and financial approval is gained. The Senior Recruitment Officer will advise of the outcome of your request.

New Roles

If a request is to recruit to a new role that does not currently exist, a Job Description and Person Specification will need to be created, templates for a job description can be requested through HR. The new role must be matched to a salary scale on the Job family and the HR Manager should be consulted for advice prior to any recruitment request being submitted. The job description and salary proposal will need to be sent to your Director for review along with a completed staffing request.

Resignations

Before submitting a staffing request for a resignation, managers need to ensure resignations are forwarded onto the HR team so HR can process leaver paperwork to the employee. When submitting a

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staffing request please ensure the name of the employee leaving is highlighted on the staffing request.

Internal Vacancies

All internal vacancies will need to follow the approval process and will be subject to the advertising procedure as for all vacancies to ensure fairness and equal opportunity across the College.

6. Job descriptions

All job descriptions are available on the staff Intranet, person specifications are also included within the job description. These criteria should be assessed at interview stage through questioning and tasks if required. JD's are set for each department and should not be edited as they link to the Job family.

7. Advertising

Vacancies will be advertised as standard via the Oaklands College Careers page, vacancies which are advertised internally will be advertised via the staff intranet and an all staff email will be sent with the advert information for staff to apply.

Requests to waive the requirement to advertise a position in exceptional circumstances will need to be considered by the HR Director.

8. Application forms

The application process will be co-ordinated by the HR department via the appropriate application form. The college reserves the right not to accept incomplete application forms. A curriculum vitae (CV) will not be accepted in place of the completed application form. In line with safer recruitment guidance applicants will be expected to provide a full employment history covering the period since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment. All application forms and supporting information will be held for a period of six months.

9. Selection process

The same recruitment process must take place for permanent, casual/bank, external and internal vacancies.

Shortlisting

All candidates will be shortlisted against the criteria set within the job description. Shortlisting should be carried out by a minimum of two people; one must be the hiring manager and the other a senior with experience and responsibility in the relevant area.

Shortlisting must be returned to HR in a timely manner so that candidates can be given notice of interview. The hiring manager must sign and date the shortlisting grid and return either via email or in person to the recruitment team.

Candidates which are not shortlisted for interview will be informed by HR via email.

Interviews

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Interviews will be set up by HR once they have received the completed shortlisting from the recruiting manager.

The panel must consist of at least two people, of suitable seniority and consisting of the recruiting Line Manager and a senior with experience and responsibility in the relevant area. The interview panel must have attended the interview skills training or have proven previous experience within interviewing.

The interview panel should establish what standard questions they intend to ask all candidates at interview and any points of clarification to be addressed to particular candidates arising from the applicant's application Form. Throughout the interview the same questions should be asked of each candidate (although it is recognised that further probing questions may need to be asked in order to follow up particular issues). Those involved in the interview should make thorough notes throughout and assess the applicant's suitability against the criteria on the Person Specification via their responses to the questions asked.

After each interview, the panel should score each candidate against the rating scale and the interview panel should complete the main scoring grid. All panel members should sign the paperwork.

During the interview it is the responsibility of the hiring manager to make candidates aware of the need for a DBS check. It is College policy that all staff appointments are subject to an enhanced Disclosure & Barring Service (DBS) check. Any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance should be declared at interview stage.

Employment History gaps will be identified at the shortlisting stage and will be followed up during the interview process. Any gaps should be questioned during the interview and reasons for any employment gaps will be recorded on the interview form by the interview panel.

The interview panel should be clear on the following:

- What duties the candidate will be required to carry out i.e. the job description
- The minimum skills, knowledge and experience the candidate should bring to the job i.e. the person specification.

Reasonable Adjustments

All candidates will be asked to inform the recruitment team of the need for any reasonable adjustments. These will then be put in place for the interview.

Expenses

No expenses will be paid to any candidate for attending any part of the selection process.

10. Appointments

Offer of employment

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Offers will be made to the successful candidate only once the recruitment team receive the interview paperwork.

The hiring manager is encouraged to contact the successful candidate to make the offer of employment, HR will then call the successful candidate to go over salary details and the required recruitment checks.

Unsuccessful candidates who are not appointed will be contacted by HR via email. The email will detail that they were unsuccessful and further feedback can be obtained from the recruiting manager a contact email will be provided to the candidate to request feedback.

For internal recruitment, if an employee has attended an interview feedback should be provided directly from the hiring manager. It is recommended that the hiring manager meets with the employee to provide feedback either in person or by phone.

Offers of employment are made in line with the College's salary banding and are subject to satisfactory pre-employment checks.

Withdrawing an offer of employment

If, after careful consideration, it is decided to withdraw the provisional offer of employment, the grounds for withdrawal must be very clear e.g. due to unsatisfactory references or other pre-employment checks. The offer of employment must be rescinded in writing. This decision must be made in conjunction with the Senior Recruitment Officer or the HR Manager.

11. Pre-employment checks

All new appointments

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, the College must ensure the following checks are completed prior to a start date being confirmed.

- ✓ Verify the person's right to work in the UK and the candidate's identity
- ✓ Obtain an enhanced DBS certificate (including barred list information with the required workforce, for those who will be engaging in regulated activity). If the individual has lived or worked outside the UK in the last five years, we will make any further checks considered appropriate from the country of residence.
- ✓ Obtain a separate barred list check (list 99 check) if required
- ✓ Teacher Prohibition Check
- ✓ Occupational health medical clearance
- ✓ Verify professional qualifications as per job description
- ✓ Obtain references from two recent employers (If a recent reference covers a substantive period of employment an additional reference could be obtained, this could be a character reference). Where the applicant is not currently employed a reference from the relevant employer from the last time the applicant worked with children should be requested.

Staff appointed to work in the Nursery, Residential and Springfield, Supported Learning and Landmark must have DBS clearance processed through the College before they start to work.

All temporary, voluntary and agency/contractor employees will be required to have a satisfactory enhanced DBS clearance with the required workforce.

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A new enhanced DBS certificate will always be requested for volunteers, new employees, contractors/agency workers unless they have the correct enhanced DBS clearance registered to the update service. The update service will be checked by HR upon confirming a start date.

Where a staff member's/contractor/agency worker start date is before the DBS clearance has been received HR will be required to undertake a 'DBS Risk Assessment'. If a risk assessment is requested HR needs to be in receipt of a previous clear enhanced DBS certificate. See Disclosure and Barring Service: Policy and Procedure for details around completing a risk assessment.

For those staff in Residential provision, references are also telephoned to check the validity of the reference to ensure they match the completed application form. In addition to contacting references HR will contact all other organisations that they have worked at which involves work with children, young adults, vulnerable adults to check the reasons for leaving match the application. All questions asked and responses given will be recorded on the individual's file, signed, and dated by the HR.

Returning Oaklands Employee

If a Oaklands College employee has more than 6 months break in service, there will be a requirement to complete a new DBS check. If the employee has worked outside of the College new references will need to be obtained.

12. Corporate and Teacher's Induction

Staff Induction is mandatory for all new employees, as well as a further attendance at Teacher Induction where applicable. See Probation Policy and Procedure for further details around staff induction.