



# Recruitment Policy

---

## Aims

This policy aims to ensure that the recruitment and selection of staff or volunteers is:

- fair and consistent;
- non-discriminatory;
- conforms to all statutory regulations and agreed best practice.

## The Recruitment Procedure

See Senior Officer Recruitment and Suitability Procedure or Recruitment Procedure.

## Advertising vacancies

Vacancies will be advertised on the website and online for a minimum period of 1 week. This recruitment pack will include:

- an introduction to the company;
- details of the role;
- the role description;
- the personal specification (including relevant experience);
- an indication of the remuneration package;
- details of how to apply;
- the closing date for applications.

The advertisement must be approved by the CEO.

## Interview and selection process

Applications will normally be shortlisted by the CEO and at least one other (the Recruitment Selection Panel) against the personal specification in the application pack. Those successfully short-listed will be invited to interview. Those unsuccessful candidates will be informed, normally by email.

Interviews will be conducted using a set of pre-written questions to enable the Recruitment Selection Panel to score candidates against their answers. The Recruitment Selection Panel will ensure that the interview is undertaken in accordance with the company's Diversity and Quality Policy.

Interviews may also involve completion of a task, such as drafting an email or role-playing a telephone call, in order to assess the candidate's competency for a role. The outcomes of any tasks will also be considered by the Recruitment Selection Panel.

The Recruitment Selection Panel will then make a decision of who to appoint (if any) out of the candidates. The successful candidate will be contacted by phone to be offered the role. In the event they decline, the Recruitment Selection Panel may make the decision to offer the role to another candidate or may re-advertise. Unsuccessful candidates will be offered the opportunity to have telephone feedback from one of the Recruitment Selection Panel.

In the event of no successful applicant being identified, the Recruitment Selection Panel may decide to re-advertise the role or to reassess the recruitment pack.

## **Diversity and Equality**

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## **Recruitment of Senior Staff**

Senior staff currently include the CEO, the Training Manager, the Admin Officer and the Quality Assurance Manager. As new job descriptions are produced for any additional roles, the CEO will indicate if it is a Senior Staff position.

Senior staff and the Governing Body are expected to be suitable candidates who meet the following Integrity Standards:

- no criminal convictions,
- have not been found in breach by a professional body or court,
- have not been insolvent,
- must not have been disqualified from directorship,
- have been found guilty of malpractice or maladministration of qualifications.

Applicants for Senior positions will be required to confirm that this is the case.

In addition, to assure the Company that this is the case, both written referees will also be required to confirm this to the best of their knowledge. The Company will also assure itself through internet searches on the person's name.

Senior Staff are required to have an enhanced DBS check due to the likelihood of working with vulnerable adults or children.

The application pack for any senior roles will make clear the personal specification and also the required experience for the role. These are assessed against as part of the shortlisting and interview process to enable the Recruitment Selection Panel to determine the suitability of senior staff.

Checks undertaken on recruitment of senior staff (and also annually):

- Insolvency and Bankruptcy: <https://www.insolvencydirect.bis.gov.uk/eiir/>
- Insolvency and director information: <https://beta.companieshouse.gov.uk/>
- Competition and Market Laws: <https://www.gov.uk/cma-cases>
- Data Protection: <https://search.ico.org.uk/ico/search/decisionnotice>
- Ofqual decisions:  
[https://www.gov.uk/government/publications?keywords=&publication\\_filter\\_option=decisions&topics%5B%5D=all&departments%5B%5D=ofqual&official\\_document\\_status=all&world\\_locations%5B%5D=all&from\\_date=&to\\_date=](https://www.gov.uk/government/publications?keywords=&publication_filter_option=decisions&topics%5B%5D=all&departments%5B%5D=ofqual&official_document_status=all&world_locations%5B%5D=all&from_date=&to_date=) and  
[https://www.gov.uk/government/publications?keywords=&publication\\_filter\\_option=notices&topics%5B%5D=all&departments%5B%5D=ofqual&official\\_document\\_status=all&world\\_locations%5B%5D=all&from\\_date=&to\\_date=](https://www.gov.uk/government/publications?keywords=&publication_filter_option=notices&topics%5B%5D=all&departments%5B%5D=ofqual&official_document_status=all&world_locations%5B%5D=all&from_date=&to_date=)
- OfSTED <https://www.gov.uk/topic/schools-colleges-childrens-services/inspections>
- Equalities Legislation: <https://www.equalityhumanrights.com/en/our-legal-action/inquiries-and-investigations>

## Recruitment of Governing Body Members

The Governing Body Members are expected to be suitable candidates, with no criminal convictions, have not been found in breach by a professional body or court and have not been insolvent. In addition, they must not have been disqualified from directorship or have been found guilty of malpractice or maladministration of qualifications.

Governing Body Members who are not employees are not reimbursed for their role. They receive reasonable expenses for attending the Board meetings and undertaking their role.

They are recruited following the same process described above for senior staff and the application pack should ensure that there is sufficient rigor to determine their relevant experience for the Board.

## Review

This policy will be reviewed bi-annually.

February 2019