



## **Staff Recruitment Policy and Procedure**

### **Policy Statement**

St Margaret's School for Girls recognises that recruitment and selection decisions are crucial to the school's success in providing an excellent education for its pupils. Our policy and procedures are based on *Safer Recruitment Through Better Recruitment*.

Our school policy is to recruit the best person for each vacancy, regardless of sex, race, religion or belief, age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities.

### **Procedure**

1. Most vacancies will be notified by the Head's PA on the authorisation of the Head and, where the job is to be advertised, the proposed advert will be approved by the Head.
2. For Senior Leadership posts the Head will seek appropriate assistance from members of the Council of St Margaret's School.
3. For some support staff posts, the Head may delegate the authority to advertise and make appointment to the Head of Finance & Operations.
4. For supply staff posts, the Head may delegate initial communication and discussions with potential candidates to the relevant member of the Senior Leadership Team.
5. Staff concerned with recruitment must ensure that they comply fully with St Margaret's Equal Opportunities Policy.
6. In accordance with the terms of the Equal Opportunities Policy, attempts will be made to accommodate the particular needs of any person suffering from a disability within the meaning of the Disability Discrimination Act at all stages of the recruitment process.
7. Applicants may access full details of post particulars and a job description on the school website or by email/post if they contact the school directly.

8. Applicants invited to interview will be given details of the location of the school. All applicants will be given an outline of the form of the interview. Appropriate staff will be detailed to welcome them into school and look after them throughout the interview process.
9. Applicants who are not to be invited to interview will be informed of this as soon as possible, but after the interview date, by the Head's PA. We keep the personal information that we obtain about candidates during the recruitment process for no longer than is necessary for the purposes for which it is processed.
10. Interview panels will normally consist of the Head and at least one other member of staff.
11. It is normal practice for applicants for teaching positions to be asked to teach an observed lesson and for applicants for Nursery and After School Care posts to be observed taking part in an activity with children.
12. Any gap in an applicant's CV will be questioned (and a full and satisfactory explanation will be received before an application will be taken forward).
13. When a suitable applicant has been identified, a job offer will be made, subject to the receipt of a minimum of 2 suitable references, an acceptable response from Disclosure Scotland, and, where appropriate, confirmation of the applicant's GTCS/SSSC registration (or eligibility for registration) and confirmation of the individual's right to work in the UK. Each offer letter will be accompanied by a statement of the terms and conditions of the employment and a request for a written acceptance of the post on these conditions.
14. As well as suitable references being obtained, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.
15. One of the references will be supplied by the applicant's current head of establishment, unless there is good cause why this cannot be the case.
16. In the case of internal promotions or changes, the employee will be sent a letter confirming the variations to contract agreed.
17. New employees will be invited to attend induction training and during this training will be given details of school procedures and appropriate health and safety information.
18. All appointments will be made subject to the completion of a satisfactory probationary period during which time they will be mentored by a more senior member of staff. Confirmation of employment after the stated probationary period will be made in letter by the Head.

19. Should any complaints arise about a recruitment process, the Head will seek to resolve the complaint in the first instance. In line with the school's complaints policy and procedure, in the event of the Head not being able to resolve the complaint, the complainant will be offered the opportunity to refer the matter in writing to the Chair of the School Council.

## **St Margaret's School for Girls**

### **Recruitment Policy for Nursery and After School Care Staff**

*This document should be read in conjunction with the St Margaret's Recruitment Policy and has been developed in line with SSSC Codes of Practice and Safer Recruitment Through Better Recruitment.*

- Nursery staff and after school care vacancies are normally advertised in the local press and on the school website. In advertisements, the requirement for registration or eligibility for registration with SSSC or other appropriate qualifications is clearly stated.
- All candidates are asked to complete an application form and submit a CV, naming at least two referees, along with a letter of application.
- Suitable candidates are interviewed prior to an appointment being made. Interviewees are given a tour of the school and an opportunity to see the Nursery and/or After School Care in action.
- A satisfactory Disclosure check is a condition of employment at St Margaret's. All employees are members of the PVG scheme.
- At least two satisfactory references must be received by St Margaret's before an appointment is confirmed. One of the references will be supplied by the applicant's current head of establishment, unless there is good cause why this cannot be the case.
- Copies are made of the originals of diplomas and certificates, and these are kept on file.
- All Nursery and After School Care staff are required to register with the SSSC unless they are already registered with a more appropriate body (usually the GTCS).
- If prospective Nursery and After School Care staff are not already qualified and eligible for registration with a more appropriate professional body, they will be required to begin working towards a qualification recognised by SSSC within six months of appointment.
- All new staff receive training in Child Protection and GIRFEC procedures on appointment and are trained in First Aid and Food Hygiene as soon as possible.
- Regular opportunities are given to staff to discuss any employment or personal issues with the Head of Nursery, the After School Care Manager or the Head of School.

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