



## RECRUITMENT POLICY

### **Purpose:**

Sidmouth International School recognises that staff are fundamental to the success of the school and therefore aims to provide a sound framework for the recruitment and selection of staff. The school wishes to promote equality of opportunity for all with the right mix of talent, skills and potential.

Sidmouth International School welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only where a conviction is relevant.

### **Core Principles:**

- To recruit the best candidate for the job
- To ensure that the recruitment and selection of staff is conducted in a professional manner in compliance with current employment legislation

### **Job Descriptions**

- Will be produced and up-dated for any vacant post
- Will accurately reflect the key elements of the post
- Will state both the essential and desirable criteria in terms of skills, aptitude, knowledge and experience
- Care will be taken that criteria used does not discriminate against certain groups of applicants
- Job descriptions must state the school's commitment to safeguarding and that a DBS Enhanced Disclosure will be required.

### **Advertising**

This is normally done in the local press, Social media and an online employment website. A written quote and proof of the advert must be obtained and sanctioned by a member of the Management Team. Advertisements must state the school's commitment to safeguarding and that a DBS Enhanced Disclosure will be required.

### **Selection:**

#### Short-listing

- Should be carried out by a minimum of two people, one of whom should be the Line Manager
- The selection criteria form should be completed for all candidates and filed with the application form

#### Prior to Interview:

Candidates will be informed prior to the interview that:

- Proof of Right to Work in the UK is required before an appointment can be confirmed. A copy of Proof of Right to Work will be taken, signed and dated by the appointing person, and this copy will be kept securely on file in line with current legislation.

- Proof of qualifications is required, where necessary before an appointment can be confirmed. A copy the original qualification will be taken, signed and dated by the appointing person, and this copy will be kept securely on file in line with current legislation.
- Photographic evidence of identity will be required (passport or driving licence)
- Before an appointment can be confirmed references will be followed up, any gaps in a CV must be explained satisfactorily and an Enhanced Disclosure from the DBS will be required (paid for by SIS). This will be done in the letter/email inviting the candidate to interview.

Interviews:

- Should be carried out by a minimum of two people
- Questions should be consistent for all candidates, including at least one safeguarding question
- Notes recording the main points should be taken

**Referees:**

The details of two referees will be required, one of whom must have known the applicant for at least 5 years. All references will be followed up in email. Once the references have been received, one referee will be telephoned to confirm the reference.

**Appointment:**

Offers of a position will be made in writing.

All applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions (spent and unspent).

Simon Blyth 11/03/2025