

## Recruitment and Selection Policy

### 1. Introduction

- 1.1 To help achieve the College's aims and objectives, it is essential that people with the relevant skills, attitude, qualifications and experience, are recruited by the College.
- 1.2 The prime focus of the College is teaching and learning. Therefore, it is vital that applicants demonstrate a commitment to the provision of high quality teaching and learning, as well as continuous improvement, to enable students to achieve their potential.
- 1.3 The College is committed to promoting and safeguarding the welfare of children, young people and adults at risk and this commitment is fundamental to the recruitment and selection of applicants.

### 2. Scope

- 2.1 This policy applies to all jobs in the College, regardless of length of tenure, hours or role, excluding applications or CVs received from agency workers or agencies, unless the College has specifically commissioned them.
- 2.2 It is in place to ensure that the recruitment and selection methods used by the College are fair, consistent and in line with relevant legislation.

### 3. Statutory responsibilities

- 3.1 The College is committed to equality of opportunity in recruitment and selection and welcomes applications from individuals who have one or more of the nine protected characteristics: age, disability, gender, race, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity, and marriage & civil partnerships. Therefore, the principles of the College's Equality, Diversity and Inclusion policy and related documents are inherent in this policy.

- 3.2 To meet our requirements as a Disability Confident Employer, the College has committed to interviewing any candidate who has declared a disability and meets the essential criteria for the position advertised.
- 3.3 The Recruitment and Selection policy complies with the College's Safeguarding Children and Adults at Risk policy, which requires that appropriate action is taken to prevent unsuitable people working with students and young people.
- 3.4 As an organisation using the Disclosure and Barring Service (DBS), the College complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the College is permitted to ask questions about whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. The College has a written policy on the recruitment of ex-offenders which is available to all job applicants and can be accessed on the College website.
- 3.5 The College is required under the Immigration, Asylum and Nationality Act 2006 to verify that all new employees are legally entitled to work in the UK. Candidates attending an interview will be required to bring proof of their eligibility to work in the UK so that their entitlement can be checked before any offers of employment are made.
- 3.6 The management of information obtained through the recruitment and selection process will be undertaken in accordance with the College's Data Protection, Document Retention and Employee Data policies.
- 3.7 On-line checks of candidates or staff on social networking sites or through a third party are not permitted, unless in exceptional circumstances when an authorised member of staff, e.g. a member of the Human Resources team or an investigating manager, might be required to do so.

## 4. Principles

- 4.1 The College will ensure that the recruitment and selection of staff is carried out in a professional, timely and effective manner. All candidates will be assessed in a fair, consistent and robust manner, free from discrimination. The College supports the principle of open competition, and will seek to appoint the best person for the job, based on individual merit. Candidates will be assessed in the same way, including internal candidates, or others personally known to the interview panel.
- 4.2 All jobs within the College will be job evaluated to determine the appropriate pay grade. A job will not be recruited to until it has a valid evaluation.
- 4.3 A pre-defined job description and person specification is prepared for each job, based upon justifiable criteria in terms of merit and ability required to do the job. Assessment of each applicant for short-listing and at interview will be against the pre-defined criteria in the person specification.
- 4.4 All job applicants are required to complete an online application form. CVs alone will not be accepted.
- 4.5 The College will employ no one of compulsory school age. For First Step vacancies applicants must be aged 17 or over to meet Ofsted ratio requirements.
- 4.6 All offers of employment are conditional upon the College's recruitment and vetting checks, as outlined in the offer letter.

## 5. Complaints

- 5.1 Any complaints received in relation to the Recruitment and Selection procedure will be taken seriously and investigated by the Head of Human Resources. The candidate will be kept informed of each stage and will be sent a formal written response.

## 6. Pre-employment Checks

- 6.1 All candidates must supply contact details for two referees. The referees should be the candidate's last two employers. However, if their most recent employment exceeds five years, or they have not had two previous employers, then a character referee will be accepted. Referees must not be a family member or friend. Referees will only be contacted once an offer of employment is made.
- 6.2 Chichester College will undertake a DBS check for all staff employed at the College at an enhanced level, which may include a check of the Barred Lists depending on the type of workforce they are employed to work in. Chichester College will only accept existing DBS certificates if the applicant is subscribed to the DBS Update Service, and the check is at the same level and workforce as the one they are being appointed to.
- 6.3 Where the successful candidate has resided abroad for 6 months or more within the last 5 years, the College may undertake a criminal records check from the relevant country (ies). Where an applicant cannot provide a Certificate of Good Conduct (or equivalent) an external check will be processed.
- 6.4 In addition to the DBS checks described, anyone who is employed to provide early and/or later years childcare to children who have not attained the age of eight, or who are directly involved in the management of that childcare, will be required to complete and sign a self-declaration form relating to the Disqualification by Association Regulations, to confirm that they, or anyone they live with, has not been disqualified from this type of work, in accordance with the Disqualification under the Childcare Act 2006.
- 6.5 Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service.

## 7. Status

The operation of this policy will be kept under review by the Head of Human Resources. It may be reviewed and varied from time to time by the Resources Committee. It has been equality impact assessed to ensure that it does not adversely affect staff. If you would like to review this policy in a different format please contact Human Resources.

Last review date: October 2016

Next review date: September 2017