



Recruitment and Selection Policy

Title of Policy	Recruitment and Selection Policy
Applies to	Whole School
Endorsed by	Bursar
Responsibility	Head of HR
Date reviewed	Michaelmas 2025
Next review	Michaelmas 2026

Recruitment and Selection Policy

SUMMARY

This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Safeguarding Children and Safer Recruitment in Education'. Recruitment is a highly important activity and should be carried out professionally and within the framework of employment law. This policy aims both to ensure that safe, open and fair recruitment and selection is conducted at Wells Cathedral School, to enable the School to appoint excellent staff to posts in the School and to enable the rigorous enforcement of safe recruitment practices.

Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

RECRUITMENT AND SELECTION POLICY STATEMENT

The School is committed to safeguarding and promoting the welfare of all its pupils and expects all staff and volunteers to share in its ethos and values.

The School is committed to attracting, selecting and retaining employees who will successfully contribute a valuable service and who will promote a positive learning experience for our pupils. A motivated and committed workforce with appropriate knowledge, skills, experience and the ability to perform to the highest standards is critical to the School's performance and future development and the success of its pupils.

PURPOSE

To ensure the recruitment of both permanent and temporary staff is conducted in an open and fair effective manner.

To ensure those who are responsible for each stage of the recruitment process, can demonstrate integrity and a professional approach by dealing fairly with all internal and external candidates.

SCOPE

This policy applies to all School employees responsible for, and involved in, recruitment and selection of all staff.

The responsibility for recruitment and selection lies with the Head Master with delegated powers to the senior team and Human Resources department.

AIMS AND OBJECTIVES

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and fair approach to the appointment of all School staff
- To ensure all relevant equal opportunities legislation is adhered to and that candidates are not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation
- To ensure the most cost effective use is made of resources in the recruitment and selection process

PRINCIPLES

The following principles are covered by this policy:

- Candidates will receive fair and consistent treatment at all stages of the recruitment process
- Posts will be advertised internally and where appropriate externally in the appropriate media including the internet
- Successful candidates will be selected for interview, by closely matching the application form to the job description and person specification, identifying how the candidate has demonstrated the highest level of competencies, experience and knowledge against the job description and person specification
- The appointment of successful candidates will be made based on consistent criteria which will include an application form and an interview
- Selection will be carried out by a panel with at least two members
- Additional criteria may be applied where appropriate and could include, delivering a lesson, in tray exercise, assessment by a pupil panel, group discussion. This is not a definitive list and other criteria may be applied in consultation with the Head Master
- Reasonable adjustments will be made during the recruitment and selection process in accordance with the provisions set out in the Disability Discrimination Act where candidates have informed the School of a disability

EQUAL OPPORTUNITIES

Wells Cathedral School is committed to providing equality of opportunity for all. The School will not discriminate either directly or indirectly on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Further information can be found in the School's [Equal Opportunities Policy](#).

SAFER RECRUITMENT – RECRUITMENT AND SELECTION TRAINING

At least one member of the interview panel must have received training in 'Safer Recruitment' before the start of the recruitment process.

RECRUITMENT PROCESS

The recruitment process is to attract, select and retain excellent staff who will strive to promote and contribute to the success of the School and all its pupils and who share our vision, values and standards.

A candidate's first impression of the School and the impact it has on the individual cannot be underestimated, therefore to ensure a positive and favourable experience, those involved in the School's recruitment and selection process should ensure:-

- Candidates are made welcome on arrival
- Courtesy and respect is shown to all candidates, both internal and external
- Candidates are left with a positive impression of the School
- Candidates understand the role of the post and what will be expected of them
- Relationships and contact with pupils is clearly explained

APPLICATIONS

External Candidates

A standard application form will be used to obtain a common set of core data from external candidates which will be used for shortlisting and during the interview process. The application will include a letter from the candidate detailing the reasons they wish to apply for the post and the skills, knowledge and experience they believe makes them suitable for the post. (Curriculum Vitae [CV] are accepted alongside an application form).

Internal Candidates

Will be required to submit an 'expression of interest' to the Head Master or nominated person. They will be considered against the criteria for the role and if suitable will be considered for shortlisting and if suitable, will be invited for interview.

DBS AND PRE EMPLOYMENT CHECKS

New staff members

All new staff are required to undergo pre-employment and safeguarding checks as part of the legislation in Keeping Children Safe in Education (KCSIE) which needs to be completed before they commence employment. This will include a completed application form, an Enhanced DBS check or if already subscribed to the DBS update service, a live check of the status processed and sight of the original DBS certificate linked to the DBS update service, right to work in the UK check and Identity check, completion of medical and payroll forms, Wells Cathedral School Safeguarding policies to be read and confirmation email from the

candidate obtained, at least two professional references obtained, TP barred list check and Prohibition checks and a Certificate of conduct of good behaviour check obtained if applicable (overseas check).

Returning staff members

DBS requirements mean that any intermittent staff member returning to work at Wells Cathedral School after 3 months or more break from employment by the School must have a new DBS check and all other pre employment and safeguarding checks processed. For the avoidance of doubt, the checks that will need to be processed again are as follows:

1. A completed application form
2. Enhanced DBS Check or if already subscribed to the DBS update service, a live check of the status processed and sight of the original DBS certificate linked to the DBS update service
3. TP barred list and Prohibition checks
4. Medical and Payroll forms to be completed
5. Wells Cathedral School Safeguarding policies to be read and confirmation email from the candidate obtained
6. Right to work in the UK check
7. Identity check
8. Certificate of conduct of good behaviour check obtained if applicable (overseas check)

It is recommended that once an intermittent staff member has received their renewed enhanced DBS certificate, they register for the DBS Update Service within 28 days of the DBS certificate being issued (or, if their enhanced DBS check is already in progress, as soon as they have their application number). The DBS Update Service costs £16 per year and the benefit is that the staff member will have a portable DBS for use at Wells Cathedral School and any other education establishment where they may work where a DBS is required. Staff members can visit the [GOV.UK](https://www.gov.uk/dbs-update-service) website or follow this link <https://www.gov.uk/dbs-update-service> to find out more and create their application.

JOB DESCRIPTION AND PERSON SPECIFICATION

Accurate and up to date Job Descriptions and Person Specifications are an essential selection tool and are required for all posts.

SAFEGUARDING

The job advertisement and all supporting recruitment information sent to prospective candidates will clearly state that the post is subject to an enhanced DBS check or registration with the Update service. A Safeguarding statement will also appear on all recruitment literature.

REFERENCES

References are sought to obtain objective and factual information to support appointment decisions and will come directly from the referee.

References will be sought on all external shortlisted candidates, and where possible, will be obtained before the interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview. All references received for the appointed candidate will be verbally verified for authenticity.

References will also be sought on all internal candidates who are applying for a different position within the School and details of the referees will be sought and references requested before the interview.

SHORTLISTING

Shortlisting will be undertaken by at least two people, who will be members of the Interview Panel. All candidates must be assessed equally against the job description and person specification without exception or variation using the School's standard criteria. In addition, as part of the shortlisting process we will carry out an online search as part of the School's due diligence.

INTERVIEWS

The interview will assess the merits of each candidate against the job requirements objectively, and explore their suitability to work with children and young people. The selection process will always include a face-to-face interview (an online interview may be arranged where applicable) even if there is only one candidate.

INTERVIEW PANEL

Interviews will always be conducted by more than one person. While a minimum of two interviewers will constitute a panel; ideally the panel will be made up of three interviewers.

The Panel will:-

- Have the necessary authority to make decisions about appointments
- Be appropriately trained, including Equal Opportunities training. At least one member of the interview panel will have undertaken the training in accordance with 'Safer Recruitment' principles
- Meet before the interview(s) to agree:-
 - a. The issues to be explored with each candidate, especially those which might have arisen from the application form
 - b. Who on the panel will ask each question including those issues around behaviours and attitudes
 - c. Assessment criterion in accordance with the person specification will be used

- d. Agree a set of questions relating to the requirements of the post and the issues they will explore based on the information provided in the candidate's application and references

INTERVIEW QUESTIONS

Competency based questions should be asked to determine how a candidate responds to or deals with an actual situation, or questions that test a candidate's attitude, knowledge or understanding of issues.

The panel will ensure that they fully explore with the candidate:

- a. Gaps in employment history
- b. Concerns or discrepancies arising from the information provided by the candidate and or the referee
- c. Attitude towards children and young people
- d. Ability to support the School's agenda for safeguarding and promoting the welfare of pupils
- e. Motivation for working with children
- f. Ability to form and maintain appropriate relationships and personal boundaries with everyone
- g. Anything the candidate wishes to declare in view of the requirement for an Enhanced DBS check
- h. Should references not be available before the interview, the candidate may be asked by the panel, if there is anything they wish to declare/discuss in light of the questions that have been put to his/her referees

It is essential that the references are obtained if able to and scrutinised before a person's appointment is confirmed and before they start work.

Where a candidate is known personally to a member of the selection panel it must be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

CONDITIONAL OFFER OF APPOINTMENT & PRE APPOINTMENT CHECKS

A verbal conditional offer of appointment will be made to the successful candidate. This will be followed up with a written offer of appointment, explaining that the offer is conditional on:

- Receipt of at least 2 satisfactory references

- Verification of identity
- Proof of Academic qualifications
- Evidence of right to work in the UK
- A satisfactory enhanced Disclosure and Barring Service (DBS) check with Children's Barred List check
- A check that you are not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012
- Completed shortlisting declaration form obtained, containing details pertaining to the Rehabilitations of Offenders Act 1974
- Confirmation from you that you are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006" OR Receipt of a signed Declaration form showing that you are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
- For a candidate who has worked or been resident outside the UK: such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include you providing the School with a letter from the professional regulating authority in the country (or countries) in which you have worked confirming that they have not imposed any sanctions or restrictions, and /or that they are aware of any reason why you may be unsuitable to teach
- DfE reference number (if applicable)
- If applicable, evidence that you have not been prohibited from participating in the management of independent schools
- Where appropriate, verification of any award of Qualified Teacher Status, completion of teacher induction or probation
- Verification of satisfactory medical fitness to carry out work responsibilities (this may involve you undergoing a medical assessment by our nominated Occupational Health doctor and the production of a medical report)

All checks should be:

- Confirmed in writing
- Copies obtained of TA membership, QTS and qualifications
- Initialed and dated where relevant copies of evidence have been taken

- Documented and retained on the personnel file
- Recorded on the HR database
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

TO BE READ IN CONJUNCTION WITH WELLS CATHEDRAL SCHOOL'S CHILD PROTECTION AND SAFEGUARDING POLICY.

Where:-

- The candidate is found to be on The Children's Barred List or the Vulnerable Adults Barred List, or the Enhanced DBS check shows he / she has been disqualified from working with children by a Court; or,
- A candidate has provided false information in, or in support of, his/her application; or,
- There are serious concerns about a candidate's suitability to work with children,

Referral should be made to the Head Master or Bursar for guidance.

Once they have received their Enhanced DBS certificate the successful candidate must bring the original Enhanced DBS certificate to the HR department to verify against their DBS report. Where an Enhanced DBS check is not complete with the Disclosure and Barring Service prior to the individual's start date, as long as all other pre employment and safeguarding checks are complete, the individual is able to commence under a risk assessment and fully chaperoned. Once the DBS check is complete and returns a clear report, the risk assessment will change for the individual and loose chaperoning will be required until HR have had sight of their original DBS certificate.

INDUCTION

All staff newly appointed to the School will participate in an induction programme. The content of the programme may vary to reflect the new member of staff's role and previous experience.

**WELLS CATHEDRAL SCHOOL
RECRUITMENT AUTHORISATION FORM**

Hiring managers are required to complete the [recruitment authorisation](#) form at the start of the recruitment process for all replacement and new roles.