

E-ACT POLICY

PARKWOOD ACADEMY

Recruitment protocol

Date agreed by Governors	
Date of review	
Responsible officer	Principal / Business Director

RECRUITMENT PROCOCOL

Vacancy Title					
Safeguarding person					
Panel for shortlisting and interview					
<u>Week</u>	<u>Process</u>	<u>Personnel involved</u>	<u>Action by</u>	<u>Date</u>	
1	Identify the need to recruit - timetabling necessity and financially expedient <ul style="list-style-type: none"> • Instigate exit interview for staff who is leaving if appropriate 	SLT DB			
2	Draft advert / job description - <u>within 1 week of identifying need to recruit</u> (identify the short listing and interview dates in advance to applicants) <ul style="list-style-type: none"> • Advertise on school website - CS • Forward details to Engage – Ian Cambe • Sheffield City Council, Sheffield Star, TES, MyJobs – as appropriate • Inform people re resourcing the post – NO, ZG, JO 	Lead person			
2/3	Advertise as appropriate – <u>agree closing date for applications – usually 2 weeks from date advert is active</u>	SP/DB/Lead person			
3/4	Collate recruitment packs for general office to distribute: Safeguarding letter job description person specification application form	DB Lead person Lead person			
4/5	Short listing – date will be arranged with all involved <u>within 1 week of closing date</u> The panel will depend on the vacancy but may involve some or all: A member of HR Safeguarding trained person A member of SLT Head of department Governor	DB			
4/5	Interview schedule to be agreed Tour of the Academy Supervised student activity / teaching activity – lead person	Students Students / staff			

	Formal interview Lunch	Agreed panel All involved		
4/5	Shortlisted candidates invited to attend interview by letter on a date no later than 2 weeks after the closing date.	DB		
4/5	Application - check Gaps in employment history Application completed correctly Note additional questions for clarity at interview	Safeguarding person Safeguarding person Safeguarding person		
4/5	References to be requested – to be sent out immediately after shortlisting to allow time for responses from referees. Upon return of References – check At least one from current line manager / employer If from another school – Headteacher needs to sign	DB Safeguarding person		
6/7	Interview Day Check identification, qualifications of all candidates prior to interview	Panel as agreed DB		
6/7	Notify successful / unsuccessful candidates of outcome of interview – offer made conditional to all employment checks being successfully completed	Lead person		
7	Documentation to be processed for new employee List 99 CRB / ISA Bank details /Tax forms to Capita payroll – deadline 7 th of each month Enter on SIMS and staff list Make a personnel file	DB DB DB DB DB		
7	Single Central Register Add to register all relevant information	DB		
7	Preparation prior to start date: Pigeon hole Outlook ID badge Staff handbook – special focus on safeguarding and child protection Reminder of start date to relevant staff for provision of required resources	Helen NO NS Helen DB		

10/11	Start Date Induction Child protection awareness training	DB/SP/JO ZG		
11 onwards	Support Staff only - probationary period 6 months - Meetings to be arranged at 2, 4 6 monthly intervals by line manager	Line manager as appropriate		