

Standard Operating Procedure - Recruitment



Objective

To ensure that Ratton School's recruitment process is methodical, objective and organised

Scope

The recruitment of all teaching and associate staff

Procedure

No	What	How	When	Who
1	Vacancy arises causing need to write advert	Various	As soon as known	Head/ appropriate staff member
2	Ad placed in local paper/TES and on school website (inc Job Description and Person Specification)	Contact paper/input details onto website	Immediately/as soon as job pack ready	Head's PA
3	Diarise short-listing session for closing date with appropriate staff	Book diary slot	Immediately	
4	Diarise briefing and follow-up meetings with student panel for day before interviews	Book diary slot	Immediately	
5	Book Meeting Room and/or CPD Room	Liaise with PA to Learning Support	Immediately	
6	Request Governors attendance	Email Governors	Immediately	Head/ Head's PA
7	Prepare interview timetable (to include 10-15 minutes with Head at beginning)	Liaise with Head	ASAP	
8	Request students to form interview panel and some to act as tour guides	Liaise with Student Leader co-ordinator	Immediately	Head's PA
9	Order lunch if appropriate	Submit hospitality request to kitchen	As soon as requirements known	
10	Organise candidate name badges	Liaise with Reprographics Technician	As soon as known	
11	Distribute packs to interview panel	Email Governors	As soon as ready	
12	Organise/layout refreshments on day for staff/govs/candidates/students	Facilitate	On interview day	
13	Successful applicant to be advised of all terms of employment	Letter of offer of employment	Following applicant's verbal acceptance	
14	Thank you letters/rewards to students	Type letters and mark rewards on SIMs system	After interview day	

Consultation	<ul style="list-style-type: none"> Governors, Union Representatives, Staff
Relationship to other policies	<ul style="list-style-type: none"> Staff Induction Child Protection Safer Recruitment
Relationship to standard operating procedures	<ul style="list-style-type: none"> Standard Operating Procedure - Vetting & Checking (Recruitment)

Role	Responsibility
Governors	<ul style="list-style-type: none"> • Establish this policy • Monitor and review the effectiveness of this policy
Headteacher	<ul style="list-style-type: none"> • Ensure structures are in place to support the effective implementation of this policy • Consult on this policy
Headteacher's PA	<ul style="list-style-type: none"> • To develop and maintain school's recruitment procedures

Arrangements for Monitoring and Evaluation

Governors' Student Development Committee review Recruitment policies and procedures

Author	LBa	Date	March 2009
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