



# MAGDALEN COLLEGE SCHOOL

FOUNDED BY WILLIAM OF WAYNFLETE, 1480

## **Recruitment Process for All Staff**



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## RECRUITMENT PROCESS for All Staff

### Responsibilities

In order to ensure that procedures are followed correctly, the appointment of staff is divided into categories. The following table lists the different categories of appointments and the staff responsible for each.

Category of staff	Overall responsibility	Administration
Governors	Bursar	Recruitment Officer
Teaching staff	Deputy Head (Academic)	Recruitment Officer
Catering staff	Devolved	Sodexo
Cleaning staff	Devolved	Ridge Crest
Sports coaches	Director of Sport	Recruitment Officer
Peripatetic music staff	Director of Music	Recruitment Officer
Other non-teaching staff	Bursar/HR Director as appropriate	Recruitment Officer
Volunteers	Various – see separate document	Recruitment Officer

A Governors' sub-committee (Policy and Procedures Review Committee) meets termly and reviews the appointments procedure as one of its agenda items. The safeguarding committee also meets at least once a year to review all aspects of safeguarding procedures including safe appointments. All staff are asked safeguarding questions at interview by a senior colleague with safer recruitment training.

**This form is to be completed in full by the Recruitment Officer (RO) and placed in the successful applicant's file as proof of full compliance with the School's appointment process.**

Key to initials:

**BDW** – Ben White

**LP** – Lily Prior

**SH** – Sarah Hunter

	ACTION	Completed
<b>Setting up the timetable</b>		
<ul style="list-style-type: none"> <li>Immediately a job vacancy arises, the Deputy Head (Academic) (for teaching) and the HR Director (<b>HRD</b>) in consultation with line manager (for Support Staff) will draw up a proposal including:</li> </ul>	BDW/LP/SH	

<ul style="list-style-type: none"> <li>Advertisement dates.</li> <li>Interview date and time of debrief.</li> <li>Those who will compile the shortlist</li> <li>The RO will be informed, and will update the recruitment spreadsheet</li> </ul>		
<ul style="list-style-type: none"> <li>The RO will then circulate this list to all involved in the process. For teaching appointments, the relevant Head of Department (<b>HoD</b>) should let the RO know if the proposed date is unsuitable for observed lessons and suggest best days and lesson times.</li> </ul>	SH	
<b>Advertisement</b>		
<ul style="list-style-type: none"> <li>Deputy Head (Academic)/HRD advises the RO of advertisement content. The draft will be signed off by the HRD. The style of the advertisement must reflect the school's approved design, which is the same for Academic and Support Staff.</li> </ul>	BDW/LP/SH	
<b>Arrangements prior to the advertisement</b>		
<ul style="list-style-type: none"> <li>The RO to give the HoD/line manager a previous job description of the post for updating</li> </ul>	HoD/SH	
<ul style="list-style-type: none"> <li>The RO will revise the Information Pack for candidates. The Information Pack must conform to the school's approved design, which is the same for Academic and Support Staff.</li> </ul>	SH	
<ul style="list-style-type: none"> <li>The advertisement will be sent to the relevant publications and posted on the website, with the date for removal.</li> </ul>	SH	
<b>After the advertisement appears</b>		
<ul style="list-style-type: none"> <li>Those responsible for compiling the shortlist to check applications daily.</li> </ul>	All relevant	
<ul style="list-style-type: none"> <li>The application form and cv must be studied for any employment gaps which should be noted on the form to be explored at interview.</li> </ul>	All relevant	
<ul style="list-style-type: none"> <li>Each person reading the applications must give a grade between A-C. For each application the grade can be modified by + or -.</li> </ul>	All relevant	
<ul style="list-style-type: none"> <li>In addition, if references are to be taken up prior to interview, this should immediately be indicated on the cover sheet, by writing 'refs' then drawing this to the attention of the RO.</li> <li>The shortlist will be completed by the Deputy Head(Academic)/line manager, consulting the HRD where necessary. It should not consist of more than 4 candidates if possible.</li> <li>Before inviting shortlisted candidates for interviews for teaching posts, the RO is to check the prohibited list and make a note on the application cover sheet.</li> </ul>	All relevant BDW/line manager/LP SH	
<ul style="list-style-type: none"> <li>The RO will invite shortlisted candidates for interview and circulate application forms and interview timetable to all relevant parties.</li> </ul>	SH	
<b>Candidate timetables (Academic only)</b>		

<ul style="list-style-type: none"> <li>The HoD will be responsible for preparing in advance a list of the lessons to be taught. This should be on the day when the date of the interviews is entered in the diary.</li> </ul>	HoD	
<ul style="list-style-type: none"> <li>The RO will draw up a provisional timetable for the day, in consultation with BDW and HoD, and send a formal interview invitation to candidates.</li> </ul>	SH/BDW/ HoD	
<ul style="list-style-type: none"> <li>HoD to contact candidates about lesson preparation, using the agreed pro-forma. Candidates should be given a broad topic which fits with what has been covered in class recently. A copy of these pro-formas to be emailed to the RO to form part of the applicant's paperwork.</li> </ul>	HoD	
<ul style="list-style-type: none"> <li>The RO will ask the HoD to arrange for all members of the department to meet the candidates at break and/or lunch as agreed with the Deputy Head (Academic).</li> </ul>	SH/HoD	
<ul style="list-style-type: none"> <li>The RO will prepare a letter from the Master which will greet candidates at the start of the day. This to be in the welcome pack with expense form and sae. Nominated member of staff to meet and greet candidates on their arrival.</li> </ul>	SH/nominated member of staff	
<ul style="list-style-type: none"> <li>Each candidate's programme should consist of the following unless there are strong reasons to the contrary: <ul style="list-style-type: none"> <li>An observed lesson (except for some senior appointments).</li> <li>An interview with the Master, HoD and Deputy Head (Academic), and with Usher for some appointments.</li> <li>An interview with the Master and a welcome by her, (or nominated member of staff).</li> <li>A tour.</li> <li>A chance to meet members of the Department/SCR at break or at lunch.</li> <li>Lunch with Department (if desired by all candidates).</li> <li>Meeting with the RO for ID checks, and sight of degree certificate(s), etc.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Procedures for the day will include: <ul style="list-style-type: none"> <li>Sufficient time between various appointments.</li> <li>Availability of nominated colleague to ensure "handover" goes according to plan and to be first contact should difficulties arise.</li> </ul> </li> </ul>		
<b>Content of interviews</b>		
<ul style="list-style-type: none"> <li>The HoD will test subject knowledge.</li> </ul>	HoD	
<ul style="list-style-type: none"> <li>The Deputy Head (Academic) will test other academic matters, e.g. teaching methodology and good classroom practice, exam results, approach to difficulties in the classroom.</li> </ul>	BDW	
<ul style="list-style-type: none"> <li>The Master's interview will involve personality and interests, ability to perform the duties of the post, contribution to the extra-curricular programme, future</li> </ul>	HLP	

career path and an opportunity for the candidate to ask questions.		
<ul style="list-style-type: none"> <li>For non-teaching posts the line manager will ask the questions re ability to perform the duties of the post.</li> </ul>	Line manager	
<ul style="list-style-type: none"> <li>One of the interviewers with safer recruitment training will ask safeguarding questions – usually the Master but occasionally delegated to the Deputy Head (Academic), Usher, HRD or a certified HoD or other senior colleague (e.g. Music, Sport). Answers to safeguarding questions are recorded, signed, dated and given to the RO to file.</li> </ul>	Interviewers	
<ul style="list-style-type: none"> <li>All involved in interviews to send interview notes to the RO for HR files and to ensure they contain no inappropriate comments.</li> </ul>	Interviewers	
<b>Feedback</b>		
<ul style="list-style-type: none"> <li>An email should be sent to the RO at the end of each interview, grading the candidate ABC, and suggesting any weaknesses for the Master to explore in the final interview.</li> </ul>	All involved	
<ul style="list-style-type: none"> <li>The pupil tour guide will provide feedback to the RO using the form provided.</li> </ul>	Guides	
<ul style="list-style-type: none"> <li>The colleague who observes the lesson will complete a standard observation form and bring to the wash up. In most cases the lesson is observed by a member of the Master's Advisory Committee.</li> </ul>	Lesson observer	
<b>Wash up</b>		
<ul style="list-style-type: none"> <li>This will take place the same day as the interview wherever possible. A time will be booked in advance with the RO.</li> </ul>	BDW/HRD	
<b>Communication with Candidates</b>		
<ul style="list-style-type: none"> <li>The RO will communicate with candidates about all aspects of the day except the lesson.</li> </ul>	SH	
<ul style="list-style-type: none"> <li>The HOD will communicate with candidates direct about the lesson</li> </ul>	HoD	
<b>Post Interview</b>		
<ul style="list-style-type: none"> <li>The Master/Bursar will contact the preferred candidate by phone with job offer. Occasionally this task is delegated to the Usher by the Master.</li> </ul>	HLP/TMK/TGB	
<ul style="list-style-type: none"> <li>Letter of offer from the Master will be sent by the Master's PA to the successful candidate by email and first class post, advising the offer is subject to receipt of satisfactory references, enhanced DBS check and medical clearance. The RO will seek references. The school at which the applicant last worked will be contacted if he or she is not currently working in a school.</li> </ul>	AS/SH	
<ul style="list-style-type: none"> <li>On acceptance, all other interviewees will be contacted by the RO.</li> </ul>	SH	
<ul style="list-style-type: none"> <li>All others on the Reserve List will be advised that their application was unsuccessful.</li> </ul>	SH	

<ul style="list-style-type: none"> <li>Applicants not called for interview are advised in the acknowledgement email of their application that if they have not heard from the school by the end of the expected interview week, they should assume their application was unsuccessful.</li> <li>This does not apply to unsuccessful applicants for the post of HoD and above, who will be written to as a courtesy.</li> </ul>		
<ul style="list-style-type: none"> <li>A copy of the offer letter of offer will be sent to the HRD for the Contract of Employment to be raised and DBS process to begin, including (if applicable) prohibition from management check.</li> </ul>	LP/SH	
<ul style="list-style-type: none"> <li>HoD, Deputy Head (Academic), Director of Studies, Professional Tutor and School Officer advised by RO of candidate's acceptance.</li> <li>HoDs will then inform their department.</li> <li>The RO will advise IT, using the prescribed form, in readiness for setting up email and iSAMS facilities.</li> </ul>	SH HoD SH	
<ul style="list-style-type: none"> <li>Notice of appointment to be put on the SCR and School House Notice Board</li> </ul>	SH	
<ul style="list-style-type: none"> <li>The RO will be responsible for ensuring that all documents/information are completed and fully loaded onto the Single Central Register and placed in the successful applicant's file: <ol style="list-style-type: none"> <li>CV and application form</li> <li>Two references</li> <li>Qualifications (mandatory for Academic staff, required if declared for Support Staff)</li> <li>Identification</li> <li>Pre-employment medical questionnaire</li> <li>Evidence of right to work in the UK (if applicant is not a national of EEA)</li> <li>Evidence of checks provided by another country for an applicant who has worked abroad (if applicable)</li> <li>Evidence from the agency supplying the member of staff (if applicable)</li> <li>Interview notes with written record of outcome</li> <li>Interview safeguarding questions form</li> <li>Evidence of clear DBS check</li> <li>Evidence of clear Barred List check</li> <li>Clear Prohibited list check and EEA list check (teaching staff and sports coaches only)</li> <li>Clear Prohibition from management check for posts at HoD level or above only</li> </ol> </li> </ul>	SH	
<ul style="list-style-type: none"> <li>All cvs of unsuccessful applicants should be destroyed after six months have elapsed.</li> </ul>	All	

Date of full compliance as above .....

Completed by .....

Reviewed by LP July 2017