



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

The appointments procedure is reviewed annually by Governors in September. 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:

DHA – Ben White, Deputy Head (Academic)

HRD – Ana Johnson, HR Director

RO – Sarah Hunter, Recruitment Officer

	Action by	Completed
Setting up the timetable		
<ul style="list-style-type: none"> Immediately a job vacancy arises, the Deputy Head (Academic) (for teaching) (DHA) and the HR Director (HRD) in consultation with line manager (for Support Staff) will draw up a proposal including: Advertisement dates. 	DHA/HRD/RO	

<ul style="list-style-type: none"> • Interview date and time of debrief. • Those who will compile the shortlist • The Recruitment Officer (RO) will be informed, and will update the recruitment spreadsheet 		
<ul style="list-style-type: none"> • The RO will then circulate this list to all involved in the process. HRD will ensure the recruitment process complies with the [Equal Opportunities Policy]. • For teaching appointments, the relevant Head of Department (HoD) should let the RO know if the proposed date is unsuitable for observed lessons and suggest best days and lesson times. 	RO/HRD	
Advertisement		
<ul style="list-style-type: none"> • 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/template, which is the same for Academic and Support Staff. 	DHA/HRD/RO	
Arrangements prior to the advertisement		
<ul style="list-style-type: none"> • The RO to give the HoD/line manager a previous job description of the post for updating 	HoD/RO	
<ul style="list-style-type: none"> • 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. 	RO	
<ul style="list-style-type: none"> • The advertisement will be sent to the relevant publications and posted on the website, with the date for removal. 	RO	
After the advertisement appears		
<ul style="list-style-type: none"> • Those responsible for compiling the shortlist to check applications as appropriate: for teaching roles applications sent by RO to DHA and HoDs as they come and for support staff roles to the respective Line Manager and/or Bursar. 	All relevant	
<ul style="list-style-type: none"> • The application form and CV must be studied for any employment gaps, which should be noted on the form to be explored at interview. 	All relevant	
<ul style="list-style-type: none"> • A shortlisting meeting takes place either in person or by email 	All relevant	
<ul style="list-style-type: none"> • All references are to be requested prior to interview • The shortlist will be completed by the Deputy Head (Academic)/line manager/Master/Usher as appropriate, consulting the HRD where necessary. It 	All relevant	

<p>should not consist of more than four candidates if possible.</p> <ul style="list-style-type: none"> • 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. 	<p>Master/DHA/ Line Manager/ HRD RO</p>	
<ul style="list-style-type: none"> • The RO will invite shortlisted candidates for interview and circulate application forms and interview timetable to all relevant parties. 	<p>RO</p>	
<p>Candidate timetables (Academic only)</p>		
<ul style="list-style-type: none"> • 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. 	<p>HoD</p>	
<ul style="list-style-type: none"> • The RO will draw up a provisional timetable for the day, in consultation with Deputy Head (Academic) and HoD, and send a formal interview invitation to candidates. 	<p>RO/DHA/ HoD</p>	
<ul style="list-style-type: none"> • 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. 	<p>HoD</p>	
<ul style="list-style-type: none"> • 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). 	<p>RO/HoD</p>	
<ul style="list-style-type: none"> • The RO will prepare a letter from the Master that will greet candidates at the start of the day. This to be in the welcome pack with expense form and Stamped addressed envelope. Nominated member of staff to meet and greet candidates on their arrival. 	<p>RO/nominated member of staff</p>	
<ul style="list-style-type: none"> • Each candidate's programme should consist of the following unless there are strong reasons to the contrary: <ul style="list-style-type: none"> • An observed lesson (except for some senior appointments). • An interview with the Master and another member of the Senior Team. • An interview with a panel comprising one of the Deputy Heads, HoD and, with Usher for some appointments. • A tour. 	<p>RO</p>	

<ul style="list-style-type: none"> • A chance to meet members of the Department/SCR at break or at lunch. • Lunch with Department (if desired by all candidates). • Meeting with the RO for ID checks, and sight of degree certificate(s), etc. 		
<ul style="list-style-type: none"> • Procedures for the day will include: <ul style="list-style-type: none"> • Sufficient time between various appointments. • Availability of nominated colleague to ensure “transitions” goes according to plan and to be first contact should difficulties arise. 	RO	
Content of interviews		
<ul style="list-style-type: none"> • The HoD will test subject knowledge. 	HoD	
<ul style="list-style-type: none"> • One of the Deputy Heads/Usher will test other academic matters, e.g. teaching methodology and good classroom practice, exam results, approach to difficulties in the classroom. 	Deputy Heads/Usher	
<ul style="list-style-type: none"> • The Master’s interview will involve personality and interests, ability to perform the duties of the post, contribution to the extra-curricular programme, future career path and an opportunity for the candidate to ask questions. 	Master/ Deputy Heads/ Usher deputising for the Master	
<ul style="list-style-type: none"> • For non-teaching posts the line manager will ask the questions re ability to perform the duties of the post. 	Line Manager	
<ul style="list-style-type: none"> • One of the interviewers with safer recruitment training will ask safeguarding questions – usually the Master but occasionally delegated to one of the Deputy Heads, 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. 	Interviewers (Deputy Heads)	
<ul style="list-style-type: none"> • All involved in interviews to send interview notes to the RO for HR files and to ensure they contain no inappropriate comments. 	Interviewers	
Feedback		
<ul style="list-style-type: none"> • The pupil tour guide will provide feedback to the RO as and if applicable. 	Guides	
<ul style="list-style-type: none"> • 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. 	Lesson observer	
Wash up		

<ul style="list-style-type: none"> This will take place the same day as the interview wherever possible. A time will be booked in advance with the RO. 	RO	
Communication with Candidates		
<ul style="list-style-type: none"> The RO will communicate with candidates about all aspects of the day except the lesson. 	RO	
<ul style="list-style-type: none"> The HOD will communicate with candidates direct about the lesson 	HoD	
Post Interview		
<ul style="list-style-type: none"> For Teaching appointments, the Master will contact the preferred candidate by phone with job offer. Occasionally this task is delegated to the Usher by the Master. For support staff appointments, the HRD will seek approval from the Bursar before making the offer on his behalf. 	Master/Usher/HRD	
<ul style="list-style-type: none"> Letter of offer from the Master will be sent by the HRD 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. 	HRD/RO	
<ul style="list-style-type: none"> On acceptance, all other interviewees will be contacted by the RO. 	RO	
<ul style="list-style-type: none"> All others on the Reserve List will be advised that their application was unsuccessful. 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. This does not apply to unsuccessful applicants for the post of HoD and above, who will be written to as a courtesy. 	RO	
<ul style="list-style-type: none"> The RO will draw up the contract of employment, which is checked by the HRD before signing by the Master/Bursar. The DBS process will begin, including (if applicable) prohibition from management check. 	RO/HRD	
<ul style="list-style-type: none"> Master, Usher, Deputy Heads, HoD, School Administrator will be advised of candidate's acceptance. HoDs will then inform their department. The RO will advise IT, using the prescribed form, in readiness for setting up email and iSAMS facilities. 	Master/Usher/ Deputy Heads/ School Administrator HoD RO	

<ul style="list-style-type: none"> • Notice of appointment to be put on the SCR and School House Notice Board 	RO	
<ul style="list-style-type: none"> • 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"> 1. CV and application form 2. Two references 3. Qualifications (mandatory for Academic staff, required if declared for Support Staff) 4. Identification 5. Pre-employment medical questionnaire 6. Evidence of right to work in the UK (if applicant is not a national of EEA) 7. Evidence of checks provided by another country for an applicant who has worked abroad (if applicable) 8. Evidence from the agency supplying the member of staff (if applicable) 9. Interview notes with written record of outcome 10. Interview safeguarding questions form 11. Evidence of clear DBS check 12. Evidence of clear Barred List check 13. Clear Prohibited list check and EEA list check (teaching staff and sports coaches only) 14. Clear Prohibition from management check for posts at HoD level or above only 15. Emergency contacts Form 16. Designated Beneficiary Form 	RO	
<ul style="list-style-type: none"> • All CVs/application forms/interview notes of unsuccessful applicants should be destroyed after six months have elapsed. 	All	

Date of full compliance as above Completed by

Reviewed by	A.Johnson, HR Director
	A.Henderson, RWK Solicitor
Date reviewed	September 2020
Next Review	September 2021