

Educ8tions Ltd. / Educ8 Awards



Recruitment and Selection Policy
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Change Mechanism

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Recruitment and Selection Policy

Purpose

This policy is devised to ensure that in the Recruitment and Selection of staff there is an ethos of equality and diversity for all.

Principles

Educ8tions has a recruitment and selection policy to ensure that the appointments made are the best for the organisation, open and transparent and provide equal opportunities to all.

Scope

This policy should be read in conjunction with Educ8tion's Equality and Diversity Policy and Procedures and its Disability, Race and Gender Equality Schemes.

Equality and Diversity

Educ8tions welcome all applications from under-represented groups, including black and ethnic minorities and disabled people. In its quest that its staff profile reflects the wide community.

All recruitment documentation produced will promote diversity, including someone's race, gender and disability and will also be non-discriminatory and free from stereotypical images.

Educ8tions will carry out statistical monitoring of the recruitment and selection exercise and amend the process if appropriate in an attempt to ensure that the staff profiles reflect the Community and Educ8tions aim of social inclusion.

Educ8tions wish to promote equality of opportunity and in particular, to introduce clear guidance about how many candidates with disabilities must be treated in relation to reasonable adjustments, including the introduction of the guaranteed interview scheme.

Authorisation

Before recruitment and selection process proceeds formal authorization must be given by the Management team.

Once the process has been authorized, the Human resource team must be consulted regarding the time scale and method for advertising and the associated paperwork and arrangements.

Advertising



Educ8tions Limited

Developing People for Sustainable Careers

67-68 Hatton Garden, London EC1N 8JY

Website: www.globaleduc8tions.org

All posts will be advertised internally and externally advertised. Internal Advertisements will fall into two classifications; ring fenced and internal. The director will determine which classification is appropriate.

Ring fenced advertisements: Will open to those staff within a faculty/section or other group of appropriately qualified and experienced staff when a vacancy arises.

Internal Advertisements: Will be for posts falling vacant and such posts will be available to any applicant.

Advertising externally will be not appropriate when doing so, as it might lead directly to an avoidable redundancy situation. For certain job markets it might also be appropriate and better value for money, to go directly to a specialist recruitment or headhunting agency.

As far as is practicable, Educ8tions will strive to make absent members of staff aware of employment and career opportunities within WHC. E.G. staff absent due to ill health Secondment parental / maternity leave etc.

Posts that are advertised externally, the college will through positive engagement, seek to promote these amongst community based organisations which seek to assist traditionally disadvantages group seeking employment. E.G. disability groups, ethnic minority etc.

Shortlisting

Applications will be treated confidentially and circulated only to those staff directly involved in the recruitment and selection process.

Shortlisting decisions will be based upon the person specification and objective job based Criteria.

Normally the same panel will shortlist and interview candidates, but at least two people should be involved in both. Those shortlisting need not meet together but there should be some contact and/or discussion to ensure that there is consistency within the process.

Staff involved in the recruitment process must disclose to HR if they are related to a prospective candidate or are a personal friend. A decision will then be taken by Assistant Director with responsibility for HR on if it is appropriate for the staff member to continue with their involvement and if necessary agree a replacement.



Documentary evidence of a fair process will be maintained should a candidate raise a case of unlawful discrimination against Educ8tions and to enable honest and accurate feedback to be provided to unsuccessful candidates if required.

Where an applicant identifies themselves as being disabled (under the terms of the Equality Act 2010) the HR Team will discuss whether any reasonable adjustments will be required if a candidate is selected for interview. The equality information will not be revealed to any selection panel.

Interviews

Interview panels will be composed of appropriately trained staff, and include a member of the HR team unless agreed by SMT and Director that this is not necessary.

In the case of permanent teaching staff and management grade staff the appointing officer will be a member of the Senior Management Team.

All questions will be relevant, job related and within the scope of current legislation. All candidates will be asked the same questions and scored using an agreed assessment template.

Additional methods of selection may be useful in assessing a candidate's suitability for a post, i.e. typing tests, short written questions, and scenario based written or verbal Exercises etc.

Offer of Employment

A recommendation for a permanent appointment must be presented to the Director and agreed. All offers of employment will be subject to two satisfactory references, evidence of eligibility to work in the UK, and confirmation of educational qualifications.

All offers of employment will be subject to the successful completion of an enhanced criminal records disclosure from Disclosure Scotland.

Notification of Outcome

The College commits to informing all applicants regarding the outcome of their application within a reasonable timescale. The College will also provide honest and accurate feedback to applicants on request.

Induction

The College commits to providing relevant induction training to all staff and monitoring the effectiveness of this training.



Retention

It is inevitable that staff at all levels may wish to further their careers out with Educ8tions. However, in an attempt to mitigate against this, the following strategies can be adopted.

Educ8tion's participation in benchmarking exercises can give an early warning of imbalances in Educ8tions remuneration packages via the Sector and for Industry.

The SMT will be required to address, and if necessary advise the F&G Committee of areas of imbalance.

The environment in which staff are expected to work will be of a high standard with state of the art ICT facilities provided.

The SMT should ensure all staff are valued and those staff showing potential for promotion are developed.

Line managers should facilitate discussion at all relevant opportunities with staff, including appraisals and reviews to reflect on issues, CPD and individual development.

The SMT must ensure that key staff are made aware that their endeavors on behalf of Educ8tions are appreciated and recognized. The Board of Governors has a role in respect of the SMT.

All permanent staff will have a yearly in-depth and honest appraisal.

As with all College posts, key staff will be supported in the balance between home and work commitments.

The HR team has a role in identifying potential difficulties and should report on absence, staff turnover, exit interview comments, analysis of appraisal forms and staff surveys.

Evening/Temporary Appointments

Where business needs dictate the need to make temporary appointments, such as maternity cover, sick leave or short courses, the principles for the recruitment process are the same as above. The only difference will be that advertising vacancies may be replaced by reviewing speculative employment enquiries already received by the College.

Candidates should be interviewed and can be appointed by any person on the senior management team or person duly delegated, in writing, by the Principal.

Retention of Documentation (Data Protection Act 1998)

In line with legislative requirements, recruitment documentation will be held securely by the Human Resources department for six months, after which time it will be destroyed Confidentially.

Review

This policy will be reviewed by March 2015 or when circumstances change any part of it.



Appendix 1: Recruitment of Senior Management Staff or Director

When a vacancy occurs at Senior Management level the Search and Nominations Committee of the board will consider and agree the job specification, remuneration package and the recruitment process that will apply.

The Assistant Director with responsibility for Human Resources is responsible for providing information on the remuneration packages of senior staff, to enable these to be benchmarked internally (and against the sector) if appropriate.

The process will be managed by the Director.

KEY POSTS are identified as

Assistant Director – Curriculum

Assistant Director – Organisational Development Assistant Director –

Quality Learning and Teaching

Director of Finance and Corporate Services

Special arrangements will be put in place for the recruitment of a new Director and these arrangements will be drawn up by the Search and Nominations Committee for approval by the Board.

In this instance best practice calls for the inclusion of an independent view through the use of consultants or independent members of selection panels.