





Head/Bursar will either approve or reject the vacancy. The following will be required before the job is advertised:

- x A Job Description outlining the main and general responsibilities of the role. This will be available to applicants.
- x A Person Specification. Candidates will only be recruited after demonstrating a match with the essential requirements of the specification.

### Authorisation for the position to be authorised

Once analysis and the Job Description and Person Specification are complete, the relevant line manager need to complete a Recruitment Authorisation Form (See Appendix A) and send it to the HR & Compliance Officer who will pass to both the Headmaster and Bursar for final authorisation. Once auth <</MCID 13 >

5. References will be requested where possible before candidates are interviewed with the candidate's permission.
6. A minimum of two references are required for all shortlisted candidates, one of which should be from the most recent employer. References should be at least the last five years employment.

## Interview

1. The interviewing panel will comprise at least two people with other relevant staff being asked to meet the candidates.
  - x Regard shall be given to the need to reflect a balance of gender factors on the members of the panel.
  - x At least one member of the panel should have completed safer recruitment training.

All interview questions will be agreed by the interviewing panel in advance and the same questions will be asked to each candidate unless there is a good reason to ask particular questions to one candidate rather than all of them. The School reserves the right to be flexible in asking questions if this is appropriate in the context of a particular interview and is necessary for information needed to make an informed decision.

- x Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file. Notes on unsuccessful candidates will be kept for six months.
- x All applicants will be informed in writing of the outcome of the interview. Feedback will be supplied if requested.

**Interviewing panel membership will vary as follows:**

### Teaching staff

**Main Scale or Managerial Teaching Post:** A selection panel of at least one member of the Senior Leadership team and the line manager.

**Member of the Senior Leadership Team:** A selection panel which must include the Head and preferably at least one governor.

**Head:** A selection panel of governors directed by the Chair, which may include an external advisor. Governors will have also been involved in the shortlisting of candidates.

### Support Staff

**Member of the Senior Management Team:** as above

**All other support staff:** The Bursar or the Director of Operations along with another senior member of staff.

## On Appointment

The Head or Bursar will ideally verbally offer the position to the successful candidate but this may be delegated to the HR & Compliance Officer. On acceptance, a letter confirming the offer of the post will be sent to the successful candidate as soon as possible following the interview.

The letter will ask the candidate to confirm their acceptance of the post, and reaffirm the conditions to which the appointment is subject to.

The School follows the recommendations set out in the Independent Schools Regulations with regard to the recruitment of staff by undertaking the following checks prior to the first day at of employment:

### 1. Career History

- x Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in 2.1 (t)0.6 (o 2n)2 (ul)5. Tw 0 -1. ch r and io pr

of working with children. These should cover roughly five years in a person's career history where possible.

- x Referees will be asked to state the following in the school's reference Form:
  - o Any disciplinary or child protection issues
  - o Any reasons why the candidate should not be employed for work with children
  - o The candidate's reasons for leaving
- x Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate
- x If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- x The school will not accept references from relatives or referees writing solely in the capacity of friends.
- x Internal appointments: the school will endeavour to obtain at least one reference for internal candidates where the internal promotion would involve the conferring of extra responsibility.

### 3. ID Check

This is carried out in line with DBS requirements. Candidates will be asked to provide the following information:  
P8 ae 8f ae 5867Ean8n8 a ah a a ap O T42n8e a an8 a.73 a a a6 O T42e aa a4a4 (y)6 O T42iP8 t P8ckKJK

x



### Staff from Other Organisations

The school will ensure that their contract with any company, which provides staff who will have access to where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself. Please see [Procedure for Engaging Agency or Contract Staff](#)

Where services or activities are provided separately by another body, supervising the school's pupils either on or off school site, the school will seek assurance that the body concerned has appropriate procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

### Visiting Speakers

In line with Prevent statutory guidance, the school will ensure visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are appropriately supervised. The school in line with regulation, also take action to ensure that each speaker is suitable. Please see also et ( s)3.11lit1IS



## The Single Central Register of Appointments

In accordance with current legislation, the School keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff and governing body (where appropriate) at the school:

- x Identity checks
- x Qualification checks for any qualifications held by the position
- x



**APPENDIX A**

**Recruitment Authorisation Form**

Section 1 – Job Specifics	
Role Required	
Required Start Date	
Is the role new or replace a leaving staff member? (if new, please provide justification)	
Proposed working hours per week	
Proposed working weeks per year	
Proposed FT Salary (full time equivalent)	
Actual salary for role	
Is the role permanent or fixed term? (if fixed term, state duration)	
Is this a funded role, if yes, please state funding is coming from e.g. Local Government, Parents.	

Section 2 – Proposed advertising			
Proposed advertising method(s) & costs			
Job Description attached			
Person Specification attached			
Advert to be done by HR	Y	N	
Advert to be placed Externally (E ), Internally (I) or Both (B)	E	I	B
			Please circle whichever applies

**Section 3 - Please initial to indicate approval**

	HEADMASTER APPROVAL	BURSAR APPROVAL
Job Description approved		
Salary approved		

**APPENDIX B**

**Shortlisting Sheet**

Criteria from the Person Specification must be used to shortlist all candidates for roles v St John’s College School Cambridge, before any interviews can take place

Using the scoring method of the following: 0 = No mention of criteria, 1 = mentioned but depth to information given, 2 = depth explanation given.

Candidates Name	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8