ST CUTHBERT MAYNE SCHOOL

Joint Catholic and Church of England 11-18 Comprehensive School

Dioceses of Plymouth and Exeter

St Cuthbert Mayne School
Recruitment & Selection Policy

Approved by Senior Leadership Team:	**March 2026**
Shared with Full Governing Body:	**March 2026**
Next Review Date:	**March 2027**

Recruitment and Selection Policy

1. Purpose

The purpose of this recruitment and selection policy is to ensure:

- A professional and consistent approach to recruitment and selection
- Adherence to the school's Equality in Employment Policy and all relevant employment legislation
- Members of staff are recruited on the basis of their ability
- Managers are able to attract and recruit high calibre staff

2. Scope

This policy applies to all internal and external positions.

3. Policy Statement

3.1 We want to constantly improve our performance as an organisation. In order to make this a reality, we need to recruit from the widest possible pool of talent.

3.2 STCM aims to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to the school's success.

3.3 STCM is committed to providing opportunities for development and career progression to current employees. Therefore, STCM will normally advertise vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity externally.

3.4 St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure via the Disclosure & Barring Services (DBS), references and other employment checks.

3.5 In order to achieve these objectives STCM will:

- Ensure that every member of the SLT regularly reviews the organisation of their directorate and the job responsibilities and roles of individuals within it. This will be completed through the individual performance review process, when a vacancy arises, and at regular resource planning meetings
- Ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (e.g. job sharing) to attract a wider range of candidates
- Endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place at either the recruitment or selection stage
- Ensure that, where a vacancy exists, posts are normally advertised externally, unless exceptional circumstances exist
- Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice
- Ensure that the administration of the selection process is user friendly and carried out to the highest professional standard
- Ensure that equal opportunities policy and legislation is adhered to at all times

4. Responsibilities

4.1 Senior Managers and the HR Officer are responsible for different elements of the recruitment process. Please see Appendix One which sets out the roles and responsibilities of different personnel within the recruitment process.

5. Identification of a Recruitment Need

5.1 If an established post becomes vacant or a new position of any nature is proposed, the Headteacher should advise the HR Officer. In the case of a post becoming vacant within the Senior Leadership Team, Governors will also be made aware.

5.2 When approval from the Headteacher/Governors to recruit to the post has been granted, consideration should be given to whether the main accountabilities of the role could be satisfactorily met on a part-time or job-sharing basis before advertising the role.

6. Job Description and Person Specification

6.1 A job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process. In instances of a new role or material changes to an existing role, the Headteacher/Line Manager will support HR Officer in drafting this document.

6.2 Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required) to perform the job. The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

7. Advertising the Vacancy

7.1 <u>Internally</u>

STCM may use a number of internal advertising methods such as:

- Announcement at a Staff Briefing
- Item in the daily notices (until the closing date)
- Verbal communication through Senior/Middle Leadership

7.2 <u>Externally</u>

STCM may use a number of options to generate interest from individuals outside the organisation, including advertising through the following channels:

- School website
- Devon Jobs (where appropriate)
- Indeed
- School social media channels

- My New Term (including DfE)

Irrespective of the medium used, all advertisements must be designed and presented effectively to ensure that the widest ranges of high-calibre candidates are attracted. Advertisements must be non-discriminatory and include STCM's safeguarding statement.

In order to provide candidates with sufficient information with which to make their decision about applying for the post, the job description will also be made available on My New Term

8. Applications and Shortlisting

8.1 In order to facilitate a time-efficient process, all applications must be made by completing and submitting the application form available through My New Term. CVs will not be accepted.

8.2 The panel must treat applications confidentially and ensure they are assessed consistently against the criteria. The panel is also responsible for recording the reasons why candidates are shortlisted or not shortlisted.

8.3 In rare and exceptional circumstances only, an application may be considered when submitted by the candidate following the closing date deadline. However, it is standard practice *not* to consider applications made after the closing date.

9. Interviews and Selection

9.1 Once the candidate's application has been successfully assessed by the HR Officer, those meeting the essential criteria in the person specification will be shortlisted by the interview panel members individually. Successful applicants will be invited by the HR Officer to attend an interview with a panel of at least three members. At least one panel member plus the HR/Personnel Office will be qualified in Safer Recruitment. The candidate will be invited to attend a formal interview and may be required to complete assessments such as priority tasks, presentations, teaching, and any other role-related exercises. There may also be the requirement for candidates to attend a second interview.

9.2 The panel will ensure candidates are assessed consistently against the criteria and the reasons for selection and non-selection will be recorded

9.3 In the event of a candidate being unable to attend interview (i.e. through illness), the school reserves the right to continue with the interviews in their absence, and is not required to offer them an alternative date. In some circumstances it might be possible for the candidate to be offered an alternative interview date - in this case the HR Officer will make the arrangements and inform all candidates of the changes at the earliest opportunity.

10. Appointing new employees

10.1 A panel member will normally make the offer of appointment to the successful candidate directly over the telephone. Upon acceptance, the other candidates will be informed of the outcome and will be offered the opportunity of feedback. The successful candidate will be informed that the offer is subject to the completion of the subsequent formalities (i.e. satisfactory references, work health assessment, confirmation of educational and/or qualification, and the confirmation of right to work in the UK. The DBS process is also started at this stage.

10.2 The above requirements should be completed before the new employee takes up their post. The Headteacher must approve any exceptions in advance of formal appointment.

11. Equal Opportunities

11.1 Discrimination

Throughout the whole recruitment process, it is vital to avoid discrimination as this can give rise to a claim for unlimited damages before an employment tribunal. Under employment law an employer **must not** discriminate on the protected characteristics of age, sex, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

STCM will also not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.

Please refer to the STCM Equality in Employment Policy for an explanation of the various types of discrimination. The HR Officer will redact applications before the panel members have sight of them.

Those carrying out recruitment on behalf of STCM may be held personally liable for any discriminatory acts committed by them.

11.4 Equal opportunities

The HR Officer will maintain records of successful and unsuccessful candidates in order to monitor progress of equality of opportunity. A review of progress will be carried out on an annual basis and the results will be shared with the Resources Committee.

12. Data Protection/Confidentiality

STCM will keep confidential all candidate information gathered through recruitment campaigns and will fulfil the requirements of the relevant legislation, including the Data Protection Act 2018 and UK GDPR. For further information, please refer to the Data Protection Policy.

13. Complaints

13.1 The Headteacher/Governors will review any complaints made on the grounds of discrimination.

13.2 Complaints from external candidates will be investigated and responded to within 14 days. Complaints from internal candidates will normally be processed in the same way.

13.3 Any acts of discrimination and/or abuse of the recruitment process by STCM employees may be treated as a disciplinary offence, which will be considered According to school policies and procedures, and could result in dismissal.

13.4 A candidate complaining of unlawful discrimination in recruitment will have the right to bring forward an Employment Tribunal Claim.

14. Queries

Any queries relating to this policy should be addressed to the Headteacher.

Appendix One

Responsibilities of HR Officer and Senior Leader
Campaign Planning: ● Agree timeline, job description, advert and requirements with the Headteacher ● HR Officer advertise the post as follows: ○ School website ○ My New Term (includes DfE) ○ Devon Jobs (where appropriate) ○ Indeed ○ School social media channels ● A minimum of two weeks shall be provided from the date the post is advertised to the closing date ● Schedule interview date and agree panel representatives ● Review candidate information (HR Officer) ● Share recruitment folder with panel (HR Officer) ● Safer recruitment processes observed by HR Officer and panel ● Set up and share shortlisting matrix with the panel (HR Officer) ● Agree questions for the interview and assessment tasks (Line Manager/SLT)
Shortlisting Process ● Applications received ● HR Officer collates and logs applications ● HR Officer screens applications against the person specification ● HR Officer securely sends the applications to the interview panel ● Interview panel members shortlist against the person specification with use of the STCM shortlisting matrix and job description ● Interview panel agree on the candidates ● HR Officer creates an draft interview timetable
Interview Process: ● Invite candidates to interview via My New Term (HR/Personnel Office) ● References requested (HR Officer) ● Verbal reference checks carried out (HR Officer) ● interviews conducted ● Safeguarding form to be completed and returned to the DSL by the panel ● Interview deliberations (including assessment results) ● Panel agree feedback points for each candidate ● Panel members contact candidates with the outcome

- Candidate offered the post by a panel member (If applicable)

Candidate Offer:

- HR Officer follow up offer of employment with email and associated paperwork
- DBS process begins (HR Officer)
- Unsuccessful candidates will also be informed via My New Term by the HR Officer following the verbal confirmation from the panel member
- Unsuccessful candidates will be offered feedback verbally and in writing
- HR Officer completes Payroll form for Finance Department

Induction Process:

- A new employee pack will be sent by the HR Officer to the successful candidate setting all pre joining details
- Upon the start date, the Line Manager will complete a full induction process with the successful candidate
- Early Career Teaching Staff will be entered into the ECF induction framework
- HR Officer informs all relevant parties of the appointment and opens a personnel file for the successful applicant