

TKS Recruitment and Appointment Policy

Written by	KS	Date	Aug 24
Most recently updated by	ABA	Date	Oct 24
Approved by	FGP	Date	Oct 24
Review frequency	Triennial	Date of next review	Oct 27

1. Introduction
2. Preparation
3. Application and Advertising
4. Interviews
5. Appointment

Appendix A: Suggested Interview process

Appendix B: Appointment and Recruitment Checklists

Appendix C: Recruitment of Volunteers

1. INTRODUCTION

The King's School adheres to the Oxfordshire Community Churches Recruitment and Appointment guidelines. In addition to this The King's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have taken regard to the KCSiE part 3 document and seek to employ its requirements (see Appendix B). We also take regard to the Independent Schools' Inspectorate (ISI) regulations for correct completion of the Single Central Record (SCR). The Governing body ensures that those involved with the recruitment and employment of staff have received appropriate Safer Recruitment training.

TKS Recruitment and Appointment Policy

2. PREPARATION

Checklist

The following factors must be considered:

- What is the correct range on the salary scale?
- Is there enough money in the budget to pay for the post?
- Do we consider that position requires the appointment of a Christian worker?
- Determine overall job purpose and write/update summary job description
- Is the position permanent, temporary or fixed term?
- Do you think that you have found the right person, or is there a need to advertise?
- Which interview track will you use?

Salary Scale

TKS has a salary scale which defines salaries for all posts. The appropriate scale range must be determined before the job is advertised. Salary scales are approved by the Governors, with ultimate responsibility lying with the Trustees. The lower end of the range should be determined by starting with the appropriate point on the scale for the level of responsibility. The upper end of the range is then calculated by adding 1 or 2 points depending upon the potential maturity, qualifications and experience of the appointed candidate.

If the post is a replacement position, the scale point is unlikely to change. If the post is new then an appropriate scale point should be chosen.

If either case, the Finance and General Purposes committee, or in the event of a dispute, the Chair of Governors, should be consulted and will make the decision on behalf of the school .

TKS Recruitment and Appointment Policy

Funding

Funding should be available to support posts at the appropriate scale point and for the length of time they are to be filled, before an appointment is made.

The money available in the budget should not determine the point on the salary scale. Variations in budget need to be approved by the Governors, and, if very substantial also by the Trustees.

Ethos Statement

OCC/TKS has an ethos statement which allows us to employ Christians where we can justify that the job requires this – a genuine occupational requirement (GOR). The ethos statement cannot justify the employment of Christians for all posts and therefore needs careful consideration before a post is advertised.

Any post which is advertised and requires a Christian appointment needs to have a 'discrimination statement' placed in the advert. This is a summarised explanation of the requirement and the ethos statement.

3. APPLICATIONS AND ADVERTISING

Checklist

- Write/update detailed job description
- Decide how to obtain applications
- Set Interview Dates
- Agree Interview Panel
- Prepare advertisement text
- Arrange advertising

Job Description

The job description for the post should be written before the post is advertised. This brings clarity to the appointment process. If a Christian worker is required for the post then a discrimination statement should be included so that it is clear. If there are conditions to be met before employment can commence, these should be made clear.

Obtaining Applications

Consideration should be given to how applications are to be received.

- What is required from applicants (eg. Application form, CV)
- Where should these be sent?
- Who should they be sent to?
- What is the deadline for application?

At The King's School we require an application form to be completed so that all employment history, faith journey information, and any other information considered relevant, can be made clear. This also enables us to select candidates fairly. We also require at least two written references, which highlights suitability to work with children, and should cover the five years prior to application. References must be obtained for candidates shortlisted for interview, and wherever possible, before an interview takes place. A verbal reference may be

TKS Recruitment and Appointment Policy

accepted, provided a written reference is also obtained. A minimum of two references must be obtained before a firm offer is made. All references must be verified, with the dates recorded on the SCR.

All applicants are required to complete a separate Safeguarding Declaration, requested after shortlisting, which will only be opened by the interviewing panel once shortlisting has been completed. For posts that involve working with children under the age of 5 years, or in wraparound care for children under the age of 8 years, a separate Disqualification from Childcare declaration must also be completed. The purpose of the self-declaration form is to provide an applicant with an opportunity to share relevant information, which can be discussed and considered at interview before a DBS certificate is received.

Where there is an electronic signature on an application form, the shortlisted candidate should physically sign a hard copy at interview.

Consideration of Interview Process

More detail can be found in the next section, but before jobs are advertised, it is worth arranging dates, venue and the team for the interviews so that this is not a last minute rush. Interviews should ideally be at least a week after the application deadline to allow references to be taken and information to be given to candidates.

Advertising

We are *not* obliged to advertise widely. Advertising is not required if the post can be filled through internal re-organisation. If advertised, consideration should be given to where a post is advertised in order to gather the best audience. Initially posts should be advertised in local churches. Should there insufficient response, it may be appropriate to advertise more widely.

Any advert should include:

- 'Oxfordshire Community Churches', the name of the employing department and the place of work
- The key requirements of the job (skills, abilities, experience, qualifications etc)
- Ethos statement summary (if appropriate)
- Period of employment
- Salary information
- Method of application
- Deadline for application
- Safeguarding statements and responsibilities of the post
- Charity & legal details
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974

Adverts must be approved by the TKS Principal and Bursar before distribution.

Shortlisting

Shortlisting should be carried out by at least two members of staff, one of whom must be safer recruitment trained. The shortlisting panel should include the staff members who will be present at interview.

TKS Recruitment and Appointment Policy

Shortlisting provides an opportunity to consider any gaps or inconsistencies in the candidate's application form.

Any potential concerns must be raised within the shortlisting panel before applicants are invited for interview.

4. INTERVIEWS

Checklist

- Respond to applications
- Send shortlisted applicants Safeguarding Declaration form(s) and inform them that referees will be contacted and that an online search will be carried out
- Take up and verify references from shortlisted applicants
- Carry out an online check for shortlisted candidates
- Confirm interview team
- Practical Arrangements
- Structure of Interview/ Interview questions
- Note-taking
- Make selection decision
- Inform candidates of outcomes

Response to Applications

If the job requires, applicants for the job should be sent an application pack. This may include:

- A full job description
- A copy of the ethos statement, if it determined that the post requires a Christian worker.
- Relevant Safeguarding Policy details
- A school prospectus, or information about the school website
- Details of the interview process
 - Dates & times
 - Location
 - Information about lesson observation or interview tasks (as required)
 - Items of identification and evidence that the candidate must provide at interview
- Candidates not required for interview should be formally notified.

Taking Up References

It is important that references are obtained before any interviews are conducted wherever possible, so that they do not delay the process. References are confidential and must be stored securely. All references must be verified. A minimum of two references must be taken, one of which must be from the current or most recent employer, and one should be a pastoral reference. The references must cover a minimum of the last five years of employment history, and additional references can be requested to enable this check to be fully carried out. Where appropriate, one reference must be obtained for an employer where the candidate most recently worked with children.

References must be obtained for shortlisted candidates prior to interview wherever possible to enable cross checking against the application form. A verbal reference may be accepted, provided a written reference is also

TKS Recruitment and Appointment Policy

obtained. A minimum of two references must be obtained before a firm offer is made. All references must be verified, with the dates recorded on the SCR.

A member of the shortlisting panel should contact referees where information is incomplete or unclear.

Information about the candidate's health must not be included in a reference form, but may be obtained after an offer has been made as part of the process of verifying a reference.

The school will not accept open references (eg. to whom it may concern) or ask a candidate to obtain their own references.

Online Checks for Candidate

Online searches are a useful addition to the checks we make during our safer recruitment process. There are a number of examples where information has come to light about a candidate which would not necessarily have been found by completing the usual checks. Candidates should be advised that these checks will be carried out upon invitation to interview.

Interview Panel

The interview panel should consist of a minimum of two people. One of these must have had safer recruitment training. One member of the panel should be an appropriate member of SLT, the other should be either the line manager for the post, the Principal or a member of the Governing body. The interviewing panel should also lead the shortlisting process.

Interview Process

The interview process is dependent upon the seniority of the position. Example timetables are laid out in Appendix A. For teaching posts, an observation of teaching skill will be planned and undertaken for applicants for teaching positions. Other applications may also be supported by an interview task. At interview all candidates must supply any documentation required. This may include evidence of qualifications, identity, and ability to work in the UK (passport). The Single Central Record of Appointments (SCR) will be completed with the relevant evidence through the application, interview and appointment processes.

TKS Recruitment and Appointment Policy

Practical Arrangements

Timing

Ample time is allocated for each interview and adequate gaps are left between interviews. Sufficient time should be taken after the interview, possibly leaving up to twenty-four hours for reflection, to allow proper discussion and a final decision to be reached.

Room(s)

The room(s) to be used is/are appropriately arranged, suitable for any applicant with a special requirement, and properly lit so that, for example, no-one is looking into the sun.

Reception

Proper arrangements are made to welcome the candidates and to show them where to wait.

Note-Taking

Note taking provides an essential record of an interview and any lesson observation. Notes should then be collected by a member of the panel (normally by the chair of the panel) at the end of the interviews and kept for six months after an appointment has been made. All information considered in the decision-making process should be clearly recorded along with the final decisions made.

Interview notes of the appointed candidate are kept with the personnel file. If an employee goes to an employment tribunal, the complainant may request and the tribunal order the 'discovery' of all the notes taken during interviews. They must therefore be retained in their entirety. Notes for unsuccessful candidates must be retained with application forms for twelve months.

Structure of an Interview

The interview should contain firstly an introductory phase when the candidate is welcomed and introduced; the ice is broken; the form of the interview explained; basic information is imparted and obtained; and details of application form clarified (if necessary). The panel should also include questions or concerns they have with regard to matters arising from the candidate's self-declaration form(s).

Secondly, the main working phase will follow during which specific information relating to the candidate's experience etc., is sought. At least one question regarding Safeguarding and GDPR must be included in this section, ideally with a scenario question for each. The panel should find out what motivated the candidate to apply for the post and why they want to work with children. The candidate's skills should be discussed, and the candidate should be given an opportunity to give examples of relevant work experience. The panel should discuss with the candidate any gaps in employment, or any frequent changes in employment where reasons are unclear.

Thirdly, candidates should be able to ask questions; although they should not be put under pressure to do so. The final section will be the conclusion. The interview should be brought to a close at the end of the time allowed, and care should be taken to avoid significant discrepancies in the time allowed to different candidates. Not only could this be perceived as being unfair to some candidates, but also the imbalance would make consistent comparisons between candidates difficult.

TKS Recruitment and Appointment Policy

Pupils at the school may contribute to the interview in a way that is meaningful to the advertised post, and with due regard to guidelines in KCSIE.

Candidates should come away from their interview with an understanding as to when they will be notified of its result or what is to happen next.

The interview panel should explore potential areas of concern and to determine the suitability of the candidate to work with children. Areas of concern could include:

- Implication that children and adults are equal
- A lack of understanding of the vulnerability of children
- Inappropriate idealisation of children
- A lack of understanding of appropriate boundaries
- Indications of negative safeguarding behaviours

TKS Recruitment and Appointment Policy

5. APPOINTMENT

Checklist

- Make initial job offer (agree salary and start date)
- Obtain formal acceptance
- Pre-Employment Checks
- Complete Appointment Form
- Send formal letter of appointment
- Arrange induction training
- Arrange initial job training
- Arrange appointment before start date with administrative staff as required

Pre-Employment Checks

Qualifications

Where qualifications have been stated that are relevant to the position, original documents must be seen, copied, signed, dated and scrutinised by a member of the administrative or interview team to ensure they reflect the content of the original application form. These should be provided by the candidate at interview.

Right To Work in the UK

All employees whether permanent, temporary, voluntary or casual, are required to provide proof that they are entitled to work in the UK before they commence employment. Failure to provide this proof can result in a civil financial penalty (it may also result in a criminal offence of up to a maximum of two years prison sentence and/or an unlimited fine) for employers who knowingly employ illegal migrant workers. To ensure OCC and TKS abide by this law, managers are required to check the interviewee's original ID documents. Copies taken must be signed and dated.

Valid Documents are as follows:

Option 1

UK passport.

A non-UK passport which must have a permit or visa showing their ongoing right to work in the UK. A permit or visa should show one of these: a) they're exempt from immigration control; b) they have indefinite leave to remain; c) they have no time limit to their stay in the UK, or d) they have a Certificate of Entitlement to Right of Abode (in a current, valid passport). Overseas checks are required in addition to a visa, and must be provided in advance of employment.

For applicants within the EU, EAA or Switzerland, the latest guidance can be found here:

<https://www.gov.uk/guidance/employing-eu-citizens-in-the-uk#checking-an-eu-citizen-job-applicants-right-to-work>

TKS Recruitment and Appointment Policy

The school does not have a sponsor licence for recruiting from within these areas and as such, non-UK residents must already have either dual nationality or indefinite leave to remain when applying for a position within the school. Please see below for further information on recruitment from overseas including countries outside the EEA.

Option 2

An official letter or document from a government agency showing their National Insurance number, including a P45, P60 or National Insurance Number card.

Plus:

A full birth, adoption or naturalisation certificate issued in the United Kingdom. A birth certificate must show the parents' names.

Checks must be made at interview and the offer of a job should always be made subject to the provision of acceptable documents. This check must be made for *all* prospective employees, to avoid any potential claims of racial discrimination. In other words, all prospective employees, whether from the UK or overseas, should be treated in exactly the same way. (Any person who believes that an employer has discriminated against him or her on the grounds of race has a right to complain to an Employment Tribunal. If the complaint were to be upheld, then there would be no upper limit to compensation awarded.)

Overseas Checks

If a member of staff has worked or lived overseas for a sustained period within the last 10 years, then suitable overseas checks must be made as required by government guidance. Government guidance for each nation can be found at <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

These checks should be made by the candidate before they leave the country if at all possible. Evidence must be provided in advance of employment. Evidence of overseas checks should cover the period until the candidate left the country/countries in question.

From 1st January, 2021, the TRA Teacher Services no longer maintains a list of teachers who have been sanctioned in EEA member states. All applicants for any role who have lived and worked in any country overseas (since the age of 16) must have all the checks required for all staff (including a UK DBS check) plus:

- An overseas criminal record check.
- Teachers should also provide a letter of professional standing, which must be verified in advance of recruitment.

EEA applicants may consult the National Recognition Information Centre for the UK (UK NARIC) website to guide them towards the correct professional body. <https://ec.europa.eu/growth/tools-databases/regprof/> NARIC can be contacted via email: cpq@naric.org.uk

Where the above information is not available, KCSIE advises that 'schools... should seek alternative methods of checking suitability and /or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment'. Additional references may be sought for the purpose of providing suitable evidence. For candidates who have not obtained an overseas criminal record check prior to commencement of

TKS Recruitment and Appointment Policy



employment, a declaration must be signed to confirm they are in the process of carrying out such an application, and that one will be obtained at the earliest possible opportunity.

Candidates who have worked at a school in England and Wales prior to appointment at TKS do not need to provide evidence of an overseas check.

How to check the documents

- All documents must be an original - photocopies must not be accepted.
- Any photographs contained in the documentation provided by the candidate are consistent with the appearance of the candidate.
- Dates of birth listed are consistent with the appearance of the employee and that the date is consistent across all documentation.
- Expiry dates of any limited leave (i.e. visa) to enter or remain in the UK have not expired.
- Any UK Government endorsements (stamps, visas, etc.) to ensure that the employee is entitled to do the type of work you are offering.
- Satisfy yourself the documents produced by the employee are genuine, have not been tampered with and belong to the holder (within reason; the UK Border Agency recognises we are not fraud detectives.).
- Where you are provided with two documents which have different names, the interviewee must also provide a further document to explain the difference (e.g. a marriage certificate, divorce decree, a deed poll document, statutory declaration etc.)

What you need to copy

When copying passports or travel documents, pages containing the holder's personal details (nationality, photograph, date of birth, signature, date of expiry or biometric details), and any page containing UK Government endorsements, noticing the date of expiry and any relevant UK immigration endorsement which allows the employee to do the type of work being offered by the employee.

Documents other than passports or travel documents should be copied in their entirety (nb. For payroll purposes, you will need to copy all pages relating to identity, as well as the front cover of the passport.).

Retain copies of identification that confirm the candidate's right to work in the UK as well as evidence of their identity and address. This could mean retaining copies of a passport or birth certificate as well as a driving licence. Any copies that are made for the purpose of recording should be securely destroyed, or evidence that is not required for retention should be hidden (eg a balance on a bank statement, where it has been used as evidence of address)

Certifying the copies

Make a declaration on the front sheet to confirm that they are true copies of the originals you have checked. Sign and date your declaration.

TKS Recruitment and Appointment Policy

DBS, Prohibition Orders, Children's Barred List and Other Checks

For posts involving 'regulated activities' it is necessary to make any job offer conditional on the Enhanced DBS and Children's barred list check revealing no offences in relation to children. Full consent is sought from applicants before an Enhanced DBS check is carried out. Applicants who have worked at a school during the three month period leading up to appointment may use their current Enhanced DBS until an OCC DBS check has been obtained, providing it is for the correct category. It is OCC and TKS policy that all staff must have an OCC DBS certificate.

A check of any prohibition orders will be carried out using the Employer Access Online Service. This includes the relevant checks for managers and the teacher restrictions imposed. Some non-child protection related offences discovered during this checking process may also mitigate against appointment for any post. For further details see the latest edition of KCSiE, which can be found online, or requested through the office. We will periodically review available material to help ensure we are using the latest statutory guidance.

Advice on Regulated activity can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Rehabilitation of Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The King's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

The King's School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The King's School will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

TKS Recruitment and Appointment Policy

Induction and Initial Training

Consideration should be made of training that will be required for the successful candidate. This will of course vary according to the post. Some of this training may be needed before the appointee starts work.

There are some general areas for consideration:

- TKS Staff Handbook and TKS/OCC policies containing information such as:
 - Ethos
 - Conduct
 - Remuneration
 - Pension
 - Sickness
 - Health and Safety
 - Complaint procedures
 - Maternity/Paternity Issues
 - Staff Wellbeing and Employee Assistant Programme
- Safeguarding Training should be undertaken as a matter of course as soon as possible. Obviously for posts that involve direct working with children this is mandatory, but it is good practice for all our employees to have received this training.
- Expenses claims guidance

Contracts should be agreed and sent to the employee within 8 weeks of appointment. Appointment forms with payment details should ideally be completed before the start date.

TKS Recruitment and Appointment Policy

APPENDIX A – SUGGESTED INTERVIEW PROCESS

Job Type	Prior to 1 st Interview	1 st Interview	Present	Between 1 st & 2 nd Interview	2 nd Interview	Present	After 2 nd Interview	Response to applicants
Teacher Administration Assistant Clerical		Single interview process Discuss salary range Do not offer job	Principal/ Potential line manager/ Head of school/ Governor (as appropriate)	n/a	n/a	n/a	Decide best candidate Discuss salary and decide final offer Talk to someone else for their perspective (eg personnel team)	Inform successful candidate first <ul style="list-style-type: none"> ▪ Make verbal job offer ▪ Agree salary ▪ Make written offer Notify unsuccessful candidates
Leadership Management Heads of School	Inform SLT of list of candidates for their perspective	More technical interview focussing on competency to do job Be clear about salary <i>range</i> not <i>point</i> Ask about salary aspirations Do not offer job	Principal, Representative of OCC leadership or/and governors + 2 others	Determine salary offer based upon experience and maturity of candidate(s) and level of flexibility in offer (+1 or +2 points?). Talk to someone else for their perspective (eg personnel team) Update SLT on interview process	More vision, values focussed Make salary offer and discuss/ negotiate Do not offer job	Principal, Representative of OCC leadership or governors		

Notes:

Assumes that all advertising and recruitment procedures have been followed prior to interviews, including determination of salary range for advert and discussion in interview

TKS Recruitment and Appointment Policy

Appendix B : Appointment and Recruitment Checklist

Documentation needed for Appointment

Application form	
Passport (or other evidence of Right to Work in the UK) documented and evidenced	
P45 or P60	
Overseas check if required, or evidence seen, plus supporting letter if Teaching post applied for.	
Interview notes	

Evidence needed for Single Central Register before commencing work

Right to work in the UK- check passport, birth certificate or other evidence, copy, date and sign (retain)	
Full identity and address check including photographic evidence (retain)	
Qualifications evidenced and checked	
DBS checked OR Barred list checked AND DBS application form completed OR an existing DBS from current employer (three month rule) as long as for the same workforce category.	
Prohibition from Teaching check	
TRN if PGCE or ECT	
Medical Declaration completed and checked	

TKS Recruitment and Appointment Policy

Minimum of two references received and verified	
S128 check for management positions	
Disqualification from Childcare declaration (as required)	
Safeguarding training scheduled	
Induction scheduled	
Introduction to staff handbook	
Safeguarding policy read and signed	
Signed code of ethical practice	
IT policy read and signed	

TKS Recruitment and Appointment Policy

APPENDIX C – RECRUITMENT OF VOLUNTEERS

Volunteers are an important part of the working life of The King's School and are required to be checked in a similar way to paid members of staff. This enables our volunteers to contribute fully to school life and to work independently of school staff.

When new volunteers are interviewed (for parents, this is during the process of enrolling children), they will be asked to confirm whether they have lived abroad during the previous five years and if relevant they will be advised that additional checks will be required before they can volunteer during school hours.

In advance of all volunteers starting work, the following checks must be in place:

- Evidence of their right to work in the UK
- A medical declaration should be completed
- An up to date OCC enhanced DBS, including a Children's Barred List check
- Disqualification from Childcare checks and declaration as appropriate for volunteering tasks
- Two verified references
- Prohibition from teaching check

Volunteers must also read the latest versions of the TKS Safeguarding Policy, Keeping Children Safe in Education and attend Safeguarding Training with OCC at the earliest opportunity, and as required thereafter.

Volunteers must arrange an appointment to come into the school to read and sign all relevant forms (as stated on the Volunteer Checklist for Personnel files) and provide full identification ahead of starting volunteering. Volunteers must not be in regulated activity until all checks have been carried out. If this is not possible, a risk assessment should be carried out.

TKS Recruitment and Appointment Policy



APPENDIX D – RECRUITMENT OF GOVERNORS

For information regarding recruitment to the Governing body of TKS, reference must be made to The King's School Instrument of Governance Policy.

The following forms and checks are required for all prospective Governors in advance of joining the body:

- Evidence of their right to work in the UK
- Application form
- An up to date OCC enhanced DBS (including a Barred List check) at an appropriate level
- Two verified references
- Prohibition from teaching check
- S128 prohibition from management check

Governors must also read the latest TKS Safeguarding policy and attend Safeguarding training through The King's School as soon as possible after appointment and every three years thereafter.