



Recruitment Policy

Reviewed August 2024

Next review August 2025

Reviewer: principal

RECRUITMENT POLICY - TABLE OF CONTENTS

Recruitment of Staff

Page 3

Appendices

Page 5

1. ESBM Recruitment Process
2. Standard Request Letter
3. Standard Reference Request Form
4. Standard Personal Reference Request Form
5. Standard Verbal Reference Form

Recruitment of Staff

At **ESBM** we are vigilant in our recruitment procedures aiming to ensure all people working with our students are suitable to do so. We follow this procedure each and every time we recruit a new member of staff to join our team.

Recruitment Committee

- Managing Director
- Principal
- Director of Studies

Advertising

- We use reputable recruitment platforms to advertise for any vacancies

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a confirmation e-mail to invite them to interview
- The interview panel. There will be at least two people who are both involved in the overall decision-making process. At least one member of the panel will be Safer Recruitment trained.
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- All candidates reaching the interview stage are questioned on their experience relevant to the role.
- The Managing Director and a member of the senior team will then select the most suitable person for this position.
- Every candidate will receive a communication on whether they have been successful or not. Unsuccessful candidates are offered feedback.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified Teacher, a character and professional reference. These references will be taken up before employment commences. The reference may be verbal but a written record will be made which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications. All qualifications will be checked and copies taken for their personnel files

- All new starters (excluding those working from abroad online), other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check
- ESBM will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it.
- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- All new members of staff will undergo a 3 month induction period during which time they will read and discuss the policies and procedures and an induction check list.
- The new member of staff will have regular catch-ups and monitoring drop-ins from Management.

Ongoing support and checks

- Every member of staff will have regular meetings with the managing director or senior staff member: a formal appraisal and a more informal review. This will provide an opportunity for staff to discuss their progress, performance and any concerns they may have.
- The Managing Director and Senior Staff members will be responsible for any support the staff team may have between these reviews. This may include: one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback

Appendix 1: ESBM Recruitment Process

ESBM Recruitment process.

1. Application form to be completed.
2. Short listing.
3. Applicant to be invited for interview.
4. Successful applicant to be informed and given start date.
5. Apply for 2 references.
6. Get DBS before new employee starts.
7. When new employee starts, they must have an induction, staff and H&S handbook.
8. Introduction to staff.

Appendix 2: Standard Request Letter

Date:

Private & Confidential

Dear (referee's name)

Reference request

Name of applicant:

Post applied for:

Job title:

The above named person has applied for a post at ESBM and has given your name as a referee. I would be grateful if you could provide an assessment of their suitability for the post by completing the attached reference request form.

It is our recruitment practice to request references prior to confirming any appointment. I would be grateful if you could please reply by return of post or preferably via email to admin@esbm.org.uk, at your earliest convenience.

Please contact me if you have any queries regarding the reference. I may need to contact you by telephone if clarification or further details regarding the reference are required.

Please note that we operate an open reference policy and candidates may view their reference.

Thank you for your time and assistance.

Yours sincerely

Mrs. T Gill
Managing Director

Appendix 3: Standard Reference Request Form

PRIVATE & CONFIDENTIAL

REFERENCE REQUEST

This is a standard reference request form. Please complete all relevant sections using additional sheets as required. Please ensure this reference is factual and does not contain any material misstatement or omits any information.

REFERENCE FOR:

Name:

REFERENCE PROVIDED BY:

Name:

Job title:

Date:

Section 1

Are/were you the applicants employer.....Y/N

How long have you known the applicant and in what capacity?

Dates employed

Applicants job title

If you are the applicant's former employer please state why the employment ended.....

Please comment on the applicant's responsibilities and performance while in your employment
.....
.....
.....
.....

Section 2

DfE current guidance requires school employers to ask the following questions to assess the suitability of candidates to work with children

Does the applicant have a **formal*** disciplinary record?.....Y/N

If yes, please provide details of the nature of any **formal*** disciplinary warnings/reprimands and whether time expired.....

.....
.....
.....

Are any of the above records the subject of appeal?Y/N

***Formal disciplinary record means the employer has a set of recognised procedures that provides the right of representation. The employee is aware of these procedures and their record and it is not the subject of appeal.**

Are any formal disciplinary investigations pending or incomplete at the time of leaving?.....Y/N

If yes, please state circumstances:

.....
.....

Has the applicant ever been the subject of a child protection investigation that was not found to be unsubstantiated, unfounded or malicious?Y/N

If yes, please provide details.....

.....
.....
.....

Do you have any reservations about the applicant's suitability to work with children?Y/N

If yes, please state why.....

.....
.....

Section 3

Please provide information on the suitability of this person for the post. Please give examples as evidence, if possible.

.....
.....
.....
.....
.....

Do you recommend the applicant for employment to this post?.....Y/N

If no, please state why.....
.....
.....

Please note that this is an open reference and details may be queried or made available to the candidate

Signature.....
Organisation.....
Position in organisation.....
Telephone number.....
E mail address.....
Date.....

Please use your organisations stamp indicating the name and address of the organisation

If you do not have a stamp please attach headed note paper.

Appendix 4: Standard Personal Reference Request Form

Date:

Private & Confidential

Dear

Reference request

Name of applicant:

Post applied for:

The above named person has applied for a post at ESBM and has given your name as a personal referee. I would be grateful if you could provide an assessment of their suitability for the post by completing the reference request form below.

It is our recruitment practice to request references prior to confirming any appointment. I would be grateful if you could please reply by return of post or preferably via email to admin@esbm.org.uk, at your earliest convenience.

Please contact me if you have any queries regarding the reference. I may need to contact you by telephone if clarification or further details regarding the reference are required.

Please note that we operate an open reference policy and candidates may view their reference.

Thank you for your time and assistance.

Yours sincerely

Mrs. T Gill
Managing Director

PRIVATE & CONFIDENTIAL

PERSONAL REFERENCE REQUEST

This is a standard personal reference request form. Please complete all relevant sections using additional sheets as required. Please ensure this reference is factual and does not contain any material misstatement or omits any information.

REFERENCE FOR:

Name:

REFERENCE PROVIDED BY:

Name:

Job title:

Date:

What is your relationship with the applicant?

How long have you known the applicant and in what capacity?

.....

Please provide information on the suitability of this person for the post. Please give examples as evidence, if possible.

.....
.....
.....
.....
.....
.....
.....



Do you recommend the applicant for employment to this post?.....Y/N

If no, please state why.....
.....
.....

Please note that this is an open reference and details may be queried or made available to the candidate

Signature.....

Name.....

Telephone number.....

E mail address.....

Date.....

Appendix 5: Standard Verbal Reference Form

PRIVATE & CONFIDENTIAL

VERBAL REFERENCE FORM

This is a standard verbal reference form to be completed.

REFERENCE FOR:

Name:

REFERENCE PROVIDED BY:

Name:

Job title:

VERBAL REFERENCE CONDUCTED BY:

Name:

Job title:

Date:

Section 1

Are/were you the applicants employer.....Y/N

How long have you known the applicant and in what capacity?

Dates employed

Applicants job title

If you are the applicant's former employer please state why the employment ended.....

Please comment on the applicant's responsibilities and performance while in your employment

.....
.....
.....
.....

Section 2

DfE current guidance requires school employers to ask the following questions to assess the suitability of candidates to work with children

Does the applicant have a **formal*** disciplinary record?.....Y/N

If yes, please provide details of the nature of any **formal*** disciplinary warnings/reprimands and whether time expired.....

.....
.....
.....

Are any of the above records the subject of appeal?Y/N

***Formal disciplinary record means the employer has a set of recognised procedures that provides the right of representation. The employee is aware of these procedures and their record and it is not the subject of appeal.**

Are any formal disciplinary investigations pending or incomplete at the time of leaving?.....Y/N

If yes, please state circumstances:

.....
.....

Has the applicant ever been the subject of a child protection investigation that was not found to be unsubstantiated, unfounded or malicious?Y/N

If yes, please provide details.....

.....
.....
.....

Do you have any reservations about the applicant's suitability to work with children?Y/N

If yes, please state why.....

.....
.....

Section 3

Please provide information on the suitability of this person for the post. Please give examples as evidence, if possible.

.....
.....
.....
.....
.....

Do you recommend the applicant for employment to this post?.....Y/N

If no, please state why.....
.....
.....