



Wellington School, Ayr

Recruitment Policy

1 Purpose

The School's policy is to be as fair as possible to all parties in making appointments subject to satisfying the School's requirements including compliance with Child Protection requirements.

2 Principles

All appointments will be made on the basis of merit as evidenced through qualifications and interview. No appointment will be made on the basis of race, gender, religion or age (except where there is a legal requirement).

3 Advertisement

It is the general policy that all posts will be advertised publicly. However the Head of School reserves the right to appoint without advertising where he/she deems fit – for example for temporary posts, supply teachers or where there is an obvious internal candidate.

Any information provided by the candidate as part of the application and appointment process will be subject to the School Policy for the Management of Personnel Records and the School Policy for Data Protection.

4 Interview

Candidates will normally be interviewed by at least three people. The interview panel will normally consist of the Head of School, Head of Relevant Department and one other member of staff. Interview panels for Senior Staff will normally include representation from the Board of Governors.

The interview process, for teaching staff, may include a specimen lesson. In such cases the candidate will be given advanced warning.

At least two references will be taken up for each candidate prior to interview.

Normally the interview panel will reach its decision within 24hrs of the last interview. The interview panel Chair's (normally the Head of School) decision will be final.

In accordance with legal requirements, all appointments will be subject to confirmation following checks concerning suitability to work with children including Disclosure Scotland. This will include appropriate health checks although information on this will not be available to the interview panel and hence will not be used as part of the initial selection process. Candidates offered appointment are required to declare their fitness for work with respect to mental and physical health, and (for all Nursery related appointments) will be asked to grant permission for this to be confirmed by their GP.

The Head of School or Chair of the Board of Governors (as appropriate) reserves the right not to appoint.

5 *Communication of Decision to Offer Appointment*

Successful candidates will be informed as soon as possible following a decision. If possible in the first place by telephone, followed by a written letter of appointment and a contract (this will include information on any final conditions and/or checks).

Unsuccessful candidates will be informed as soon as it is clear that the successful candidate has accepted appointment, or if it has been decided in any case not to offer the post to any particular candidate.

The Chair of the Interview Panel will on request provide feedback on the outcome of the interview to any unsuccessful candidate.

6 *Records*

The letter of application, curriculum vitae, two letters of reference, confirmation of fitness from GP, Disclosure certificate, photocopies of qualifications and contract will be stored in a Staff Record Folder held by the Bursar.

Updated 15th June 2006
RMP