



**The King's (The Cathedral) School**

**Recruitment Selection Policy and Procedure**

Responsibility:	HR Manager
Ratified By:	Governing Body
Date Reviewed:	May 2025
Next Review Date:	May 2027

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## Recruitment Selection Policy and Procedure

### 1. INTRODUCTION

- 1.1 The Governing Body of The King's (The Cathedral) School is **committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and The King's (The Cathedral) School's Equality and Diversity policy.
- 1.3 The King's (The Cathedral) School Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 The King's (The Cathedral) School will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.
- 1.5 The King's (The Cathedral) School will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Notice can be found on the School's website at [www.kings.peterborough.sch.uk](http://www.kings.peterborough.sch.uk).

### 2. DELEGATION OF APPOINTMENTS AND CONSTITUTION OF APPOINTMENTS PANELS

- 2.1 The King's (The Cathedral) School Governing Body delegates the power to offer employment for all posts to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2 The Headteacher will aim to include at least one governor in all appointments unless circumstances do not allow.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

### 3. ADVERTISING

- 3.1 All vacant posts at The King's (The Cathedral) School will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

#### 4. INFORMATION FOR APPLICANTS

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School.
- 4.2 A person specification may also be provided. This will also include a statement on behalf of the Governing Body of their commitment to safeguarding and promoting the welfare of children and young people.
- 4.3 The King's (The Cathedral) School Application Form. CVs will not be accepted.
- 4.4 An Information Pack containing:
  - A description of The King's (The Cathedral) School relevant to the vacant post.
  - Reference to The King's (The Cathedral) School's policy on Equality and Diversity.
  - Reference to The King's (The Cathedral) School Child Protection/Safeguarding Policy.
  - DBS and other pre-employment checks required.
  - A statement that canvassing any member of The King's (The Cathedral) School staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
  - The closing date for the receipt of applications.
  - An outline of terms of employment including salary.

#### 5. SHORTLISTING AND REFERENCE REQUESTS

- 5.1 The selection panel will use an agreed shortlisting form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short-listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, and will be asked to sign a declaration confirming that the information they have provided is true. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.
- 5.4 Reference requests will ask the referee to confirm:
  - The referee's relationship with the candidate.
  - Details of the applicant's current post and salary.
  - Performance history.
  - All formal time-limited capability warnings which have not passed the expiration date.
  - All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
  - All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
  - Details of any substantiated allegations or concerns relating to the safety and welfare of children.

- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.5 References are the 'property' of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references', i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.6 Candidates will be subject to an online search to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

5.7 If there is an insufficient number of applicants who demonstrate a suitable range of relevant skills, the post may be re-advertised.

## 6. INTERVIEWS

6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:

### 6.1.1 Briefing:

All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the suitability of the advertised job.

### 6.1.2 The Formal Interview:

Before the interviews, the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.2 The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

## 7. OFFER OF EMPLOYMENT BY THE SELECTION PANEL

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identity, using photo ID and proof of address.
- Verification of right to work in the UK.
- Proof of relevant qualifications.
- Satisfactory DBS Enhanced Disclosure.

- Overseas checks where required
- Teacher prohibition (if applicable).
- Barred list check.
- Section 128 check (if applicable).
- Pre-employment medical screening.
- Receipt of at least two references which are satisfactory to the School.
- Disqualification under the Childcare Disqualification Act 2016, as amended (where applicable)

The successful candidate will be informed, normally by an offer letter, that the appointment is subject to satisfactory completion of these checks.

## 8. PERSONNEL FILE AND SINGLE CENTRAL RECORD

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the School including:

- Application form - signed by the applicant.
- Interview notes - including explanation of any gaps in the employment history.
- References - minimum of 2.
- Proof of identity.
- Proof of right to work in the UK.
- Proof of relevant qualifications.
- Certificate of Good Conduct (where applicable), which may include EEA sanctions and restrictions.
- Evidence of medical clearance.
- Evidence of DBS clearance, Barred List and Teacher Prohibition checks.
- Evidence of a Section 128 direction (where applicable).
- Offer of employment letter and signed contract of employment.
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

8.2 The King's (The Cathedral) School will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#). Please see the Single Central Record Policy.

8.3 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the School's data retention policy, which is compliant with the relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.

8.4 The King's (The Cathedral) School will destroy information obtained by a vetting exercise as soon as possible or within six months for unsuccessful candidates. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

8.5 The King's (The Cathedral) School will normally collect personal information from applicants where we have their consent to do so, where we need the personal information to perform a contract, or where the processing is in our legitimate interests and not overridden by data protection interests or fundamental rights and freedoms. In some cases, the School may also have a legal obligation to collect personal information from applicants or may otherwise need the personal information to protect their vital interests or those of another person. The School will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.6 You have the right to withdraw your consent at any time and can do so by informing the School's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

## 9. START OF EMPLOYMENT AND INDUCTION

- 9.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 9.2 All new employees will be provided with an induction programme. This will cover all relevant matters of School policy but in particular safeguarding and promoting the welfare of children.