Staff Recruitment Policy

Introduction

Celtic English Academy is committed to providing high-quality programs and services. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

Why this policy exists

The Staff Recruitment Policy has been established to ensure Celtic English Academy has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to the employment of all staff and volunteers other than the Chief Executive Officer, who is appointed by Celtic English Academy shareholders.

Responsibility

The Head of Operations is responsible for implementing this policy and monitoring its performance.

It is the responsibility of the **Head of operations** to ensure that:

- all managers are aware of their responsibilities in the recruitment and selection process
- managers are given continuous support and guidance regarding recruitment and selection issues

It is the responsibility of **all Managers** to ensure that:

- they are familiar with the recruitment policies and procedures, and that they follow them accordingly
- staffing levels for their department are determined and authorised by their line manager
- all roles have current position descriptions that specify role requirements and selection criteria

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, managers should carefully consider the requirements for the position as well as the key selection criteria including skills, experience and qualifications.

The relevant manager must ensure that there is an appropriate job description and person specification in place for each role. If none exists, these must be drafted by the manager:

- A **job description** describes the aims and responsibilities of each role
- A **person specification** lists the required qualifications, knowledge, skills and experience that is required for a candidate to successfully fill each role – within GDPR regulations

Celtic English Academy holds a template job description, person specifications and interview questions on Google Drive in the HR file, shared with all managers.

Once the new job description and person specification have been updated or created, it should be forwarded on to their line manager and approved by the Chief Executive Officer.

Prior to commencing the recruitment process, the responsible manager is required to gain approval from the

CEO. In the case of teacher recruitment, recruitment for zero-hour contract positions does not need to be approved by the Chief Executive Officer.

Direct Internal Appointments/Promotions

In situations where a manager wishes to promote an employee who meets the specific selection criteria for the vacant position, the appointment must be authorised by the Chief Executive Officer.

Internal Advertising

Where appropriate, Celtic English Academy will advertise all vacancies internally.

Exceptions to this rule may occur when:

- the position is of such a specialised nature, and/or appropriate skills are not available within the organisation; or
- there is a need to make a direct appointment or promotion into the vacant position

Upon receiving approval for the vacant position, the appropriate manager will advertise the available position internally. Internal advertisements should include the following:

- position title
- contract hours
- type of contract (i.e. temporary, fixed-term, permanent, etc)
- job description
- person specification which outlines qualifications, knowledge, skills and experience required for the role
- application form
- closing date for applications

All internal applicants should complete an application form (if required) and submit this, together with the covering letter, to the applicable manager for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the relevant manager and the CEO.

External Advertising

If a position cannot be filled internally, or where it is appropriate to recruit externally, it should be advertised through relevant networks, on relevant websites, and through local employment services, as needed. External advertisements should include the following:

- position title
- contract hours
- type of contract (i.e. temporary, fixed-term, permanent, etc)
- job description
- person specification which outlines qualifications, knowledge, skills and experience required for the role
- notice to all candidates the vacancy is subject to an enhanced DBS check, failure to complete or disclose any convictions may lead to the job offer being rescinded. Please see the DBS Failure Policy for further information
- application form

- closing date for applications
- email address where applications can be submitted

The manager should decide where and how to advertise the role. The manager must also decide how long the advertisement should be posted. Celtic English Academy recommends advertising for at least two weeks but up to four weeks is preferable.

Volunteer and internship positions will be advertised as widely and for as long as deemed reasonable by the manager. All advertisements must be approved by the CEO.

Screening Applicants

Application forms and cover letters must be screened against the job description and skills outlined on the job advertisement so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable based on the selection criteria will then be selected for an interview. Initial screening is completed by the appointed staff member with final selections being made by the line manager and/or CEO.

Conducting Interviews

The short-listing and interview process will be conducted by a two-person selection panel which will include the relevant manager for the position and the appointed staff member. Depending on the role the CEO may also be added to the selection panel.

If any member of staff finds that they are assessing any applications where there is a perceived or actual conflict (eg. where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

Teacher recruitment forms an exception to this rule. Teachers being recruited for seasonal, summer work or who will go onto zero-hour contracts can be interviewed and hired by the Director of Studies. The number of positions being offered must be approved by the CEO but the interviews can be conducted and positions given by the Director of Studies.

Managers who are interviewing staff should refer to the Celtic English Academy's Interview Guidelines to help them conduct a successful interview.

Reference Checking

The Administrator is to ensure that, where possible, a minimum of two reference checks are conducted using Celtic's Reference Request Form and, if required, followed up via telephone following the candidate's employment induction.

Details of the reference checks should be saved to a candidate's application for future reference.

Safeguarding/Self Disclosure/DBS

Celtic English Academy is dedicated to the welfare of all its staff and students. The Administrator is to ensure that an enhanced DBS check is completed with each new staff member as well as a Self-Declaration Form completed upon the first day of induction. Celtic uses Civil and Corporate Security to complete all enhanced DBS checks. They provide an early indication system, allowing Celtic to be

aware of any potential issues with a check before the certificate arrives.

Where an employee has direct access to under 18-year old's on day one of employment, a List 99 Check/Children's Barred List will be completed through Personnel Checks with results back on the same day. A full risk assessment will also be carried out and the employee supervised until the appropriate check has been completed successfully.
Celtic has a DBS Failure Policy, which will be followed should a check be unsuccessful, a conviction has not been disclosed prior to the check, or on the Self Disclosure form, they advise of a conviction. Candidates must be aware that any disclosers may lead to instant dismissal or retraction of the job offer. Celtic is also steadfast in Safeguarding any students under 18 years old. All staff must complete the Safeguarding awareness course when they join Celtic English Academy.

New Starter Paperwork

If an internal candidate is selected, the appropriate manager is required to notify the successful candidate in person. This should then be followed up with an email detailing the offer, start date and any requirements for the first day of the new position.

If an external candidate has been selected, the manager or appointed staff member is to make a verbal offer, usually over the phone, to the candidate. This should then be followed up with an email detailing the offer, start date and any requirements for the first day.

Once the candidate has confirmed their acceptance of the position, the appointed staff member will notify all unsuccessful candidates by phone and offer to provide constructive feedback. If a candidate requires feedback, the appointed staff member can arrange a phone call between the candidate and the line manager to provide this.

To authorise the transfer of an internal employee or the commencement of employment for an external candidate, the appropriate manager must gain approval from the Chief Executive Officer. The appropriate manager should ensure that all recruiting documents are completed and returned to the appointed staff member for processing.

The Administrator will prepare a contract of employment for all new starters which will confirm the start date, salary, position and the terms and conditions of employment pertaining to the employee. This includes the probationary period, for all existing positions a period of three months probationary will be set, for any new positions or managerial positions this will be extended to six months. This is not necessary for volunteers or internship positions. This information will then be passed to the Finance Responsible so the new employee's details can be added to payroll.

The appropriate manager is responsible for liaising with the relevant departments to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee. They will also need to liaise with the Administrator to complete a HR induction, new starter checklist and schedule a health & safety induction.

Records and Correspondence

Acknowledgement emails should be sent to all applicants prior to the short-listing of final suitable applicants.

Short-listed but unsuccessful applicants should be advised that their application form will be

retained for future reference unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent an email advising them that their application has been unsuccessful.

In cases of high volumes of applications, or speculative applications a regular notice is in place on the jobs@ email address inbox detailing that it is not always possible to reply to all unsuccessful applicants individually.

Related Policies and Procedures

This policy is to be read in conjunction with the company's Equality, Diversity and Inclusion Statement and Data Protection policies, located in Celtic English Academy's Employee Handbook. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and the two related policies.

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