

Greenfield Primary School

'Everyone can grow in a Greenfield!'



Dudley Recruitment and Selection Policy and Procedure

Approved by: Emma Kilbride

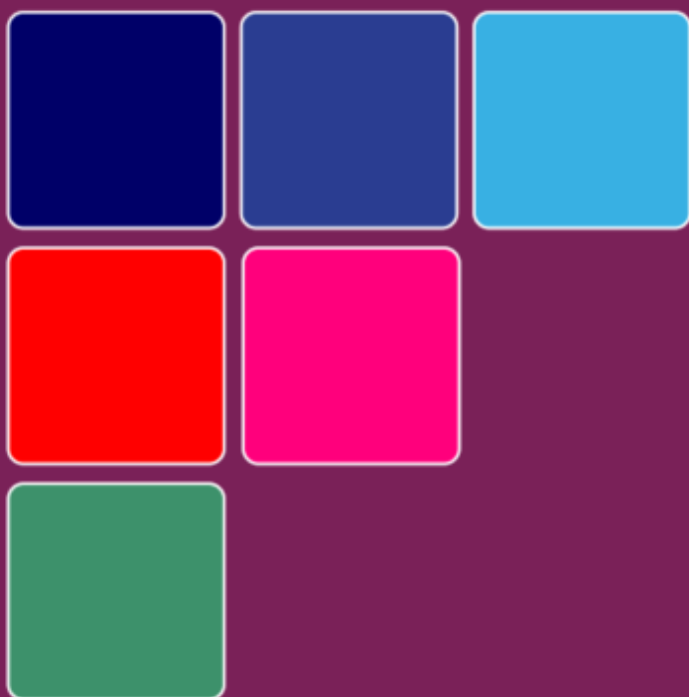
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Dudley Council

Recruitment & Selection Policy and Procedure





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1. Recruitment & Selection

It is our policy to fill job vacancies with candidates who can contribute positively to the School and make a major contribution to the continuing success of teaching and learning. We encourage the employment of a diverse workforce that reflects the diversity of the community it serves.

Flexibility

We understand how difficult it can be to enjoy family life and/or support dependants and to balance this with a fulfilling work life. We aspire to do everything we can to make this possible.

We aim to make an impact on the lives of employees by providing stimulating, exciting, rewarding employment which flexibly fits around their families, allowing them to benefit fully from both family life and work in delivering our statutory services and business needs.

We believe that by growing and developing a lasting business, created to make a positive impact on the lives of colleagues, our community borough residents and wider society, we can derive pride, fulfilment, and excitement from our professional lives whilst also growing and developing our personal lives.

Fairness

All interview panels will have a minimum of 2 interviewers. At least one of the interview panel members is trained to ensure the elimination of potential bias within decision-making. Where interviews are for posts working with children, at least one panel member should have completed the safer recruitment training.

We adhere to the Equality Act 2010 and do not discriminate on the grounds of any of the protected characteristics identified in the Act. We acknowledge the benefits of a diverse team and are committed to continuing to build one.

Unsuccessful applicants have a right to access any documentation held on them in accordance with General Data Protection Regulation (GDPR) 2018.

All individual applicant data will be used for recruitment and promotional purposes only and will be collected, stored, and processed in accordance with current Regulations concerning Data Protection and Access to Medical Records.

Principles

It is the policy of the school to fill job vacancies with the most suitably qualified candidates who can contribute to teaching and learning, and who will enhance our reputation within the community. We will do this in accordance with the principles and standards described in the School's Equality and Diversity Policy, and specifically regarding any 'protected characteristics' that may apply to any applicant.

When we recruit employees within the School, we always try to accommodate flexible ways of working. The School will consider requests for flexible working arrangements if they can be practically accommodated

Employees recruited to cover a maternity leave will be recruited on a fixed term contract for the duration of the leave in question. Any extension to the fixed term, or conversion to a permanent contract will depend on the circumstances at that particular time.

Direct or indirect discrimination in recruitment and selection will not be tolerated and any incidences will be considered under the School's Conduct and Behaviour Policy.

This policy complies with the Equality Act 2010.

Recruitment process

Prior to advertising and sourcing applicants, the Recruiting Manager will firstly check to see if they have any redeployees in school to check if there is an employee who has the necessary skills and abilities to fulfil the job role.

Where a suitable match is not found, then the school will use a variety of means to generate sources of applicants for the particular vacancy.

All job advertisements placed will:

- Include job related requirements.
- Include the necessary and essential criteria.
- Avoid wording that can be deemed as discriminatory either directly or indirectly.
- Demonstrate a commitment to safeguarding/ well-being of vulnerable groups.
- State the job location.
- State the salary/reward package.
- State the contract length.
- State the reason for the temporary or fixed term nature of the post, if applicable, and whether secondments will be considered (see appendix below).
- Provide a point of contact for people who wish to discuss the job in further detail.

- Provide details of how to apply and the closing date. Access to a job description and person specification.

In addition, the 'Disability Confident' and 'Race at Work' logo will be included on all advertisements.

For all jobs involving work with children the advertisement and related documents will include the following wording

'We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974.'

All applicants must be able to provide their right to work in the UK.

Please note: Dudley MBC do not currently offer sponsorship for candidates without the right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process, schools and colleges should consider carrying out on-line searches, as part of the due diligence for shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior or at interview'.

All applicants will be treated with courtesy and respect. Applicants who are disabled will be asked if they have any requirements for them to attend and play a full part in any interview. Any reasonable requests will be accommodated; for example, this may involve conducting an interview in a room at ground level.

Interview notes will be kept on all candidates and all individual data generated from the recruitment process will be treated confidentially, securely, and responsibly in accordance with the General Data Protection Regulation. To respond to any potential discrimination claims from unsuccessful candidates, all 'unsuccessful' application forms, CVs and interview notes will be kept in a job-specific recruitment file for 6 months after the appointment has been filled.

All offers of employment will be confirmed in writing.

Selection criteria

Selection decisions will be based on an assessment of the candidate's suitability in terms of the job-related skills and abilities, experience, qualifications, as described in the job description and person specification.

All disabled applicants that meet the essential job criteria will be invited for interview.

Selection methods

Recruiting managers are responsible for advertising and, along with their recruitment panel, short-listing candidates for interview, and for selecting the successful candidate. Methods of short-listing will include scoring application forms against pre-prepared shortlisting criteria, interview, and additional assessments as appropriate.

Depending on the nature of the job and its level of responsibility, more than one interview may be considered appropriate.

Selection methods may include the use of valid work sampling exercises to test abilities, such as using computers or observing a teacher taking a class for example.

Time off for Interviews

A reasonable amount of paid time, agreed in advance with your line manager, will be allowed for you to attend interviews within Dudley Borough School

For all other job interviews, you must request special leave.

Interview expenses

The school will not re-imburse applicants for incurred expenses as a result of attending an interview.

Appendix A – Secondments

Dudley MBC provides opportunities to you, on a temporary basis, to experience work in a different school, division, or section to develop new skills, knowledge, ideas, and experience outside of your current job role, at a grading level comparable to your original job but may equally be at a higher grade. It could also be used to deliver a new initiative, to develop policy, undertake project management or to carry out a specific assignment.

A secondment allows you to return to your substantive post once the secondment ends. During your secondment your substantive post may be filled on a temporary basis.

1. Eligibility

All permanent, and temporary/fixed term staff. If you are still in your probationary period, you are not eligible to apply.

2. Making a request

You may identify a possible secondment through internal job advertisements, informal discussions, or regular performance reviews. The secondment does not need to be confined to Dudley MBC; you may identify opportunities with another school.

Before applying for a secondment opportunity, you will need to discuss and agree with your line manager that they will support a secondment for you if you are successful in your application. The line manager reserves the right to decline a secondment request. You will need to apply for the role in accordance with the recruitment process.

3. Entering a successful secondment

If you are successful in being offered the secondment opportunity, and your line manager has approved your request, you will be provided with a written Agreement which will include:

- The duration of the secondment.
- The objectives of the secondment.
- Salary details and any other associated terms and conditions of employment.
- Details regarding arrangements for 'keeping in touch' with your substantive line manager.
- Arrangements associated with the end of the secondment period, including early termination by either party.
- Costs associated with the secondment.

If you are successful in being offered the secondment opportunity but this is without the approval of your Headteacher, you would need to resign from your current position and undertake the new role on a fixed term basis.

4. During the Secondment

It is essential that both you and your substantive line manager stay in contact during the secondment period. Such arrangements should be recorded in the Secondment Agreement prior to starting the secondment. The purpose of these 'keeping in touch' meetings is to discuss progress, any changes relating to the substantive role/division or school and any changes to working practices and/or new technology.

Where an extension to the secondment period is identified, you should seek permission from your substantive Headteacher before arrangements can be granted.

5. End of the Secondment

The secondment may be terminated early by you or the Host by giving notice appropriate to the grade of the job and in accordance with the terms of the secondment Agreement.

At least 4 weeks prior to the end of the secondment we will notify you in writing of the end date and the arrangements for your return to your substantive post.

You will also be required to participate in an evaluation of the secondment to determine the success, or not, at both individual and organisational level. You will receive feedback of the evaluation from the Host.

Appendix B - Disclosure and barring

Dudley MBC is required to ensure appropriate checks are undertaken as part of safer recruitment and employment practices throughout the Council and Dudley Schools to ensure that vulnerable groups including children are protected whilst engaged in services provided by and/or organised by the Council and Dudley Schools.

With this in mind, we aim to provide you with sufficient information to enable you to make informed decisions prior to applying for roles and positions with the Council whilst treating you fairly and with dignity and respect throughout the recruitment and selection process.

1. Eligibility

This applies to all employees of the Council including staff who work in Community Schools, volunteers, relevant contractors, consultants, agency staff and other workers who undertake work directly for the Council or Community School.

2. Criminal Record Checks

The Council is a registered body of the Disclosure and Barring Service (DBS) who undertake criminal record checks and produce a Disclosure Certificate which is issued to you, known as a DBS certificate. These checks will be undertaken where it is a requirement of your role to be checked. You will need to share the original DBS certificate with the Recruiting Manager who may record certain details for example the Disclosure Number and the date of the certificate. For some jobs, information will also be provided as to whether you have been barred from working with vulnerable groups including children.

The following four levels of criminal record checks are currently available:

Basic	Provides details of your convictions held at national level which are unspent
Standard	Contains details of all spent and unspent convictions, cautions, reprimands, and final warnings from the Police National Computer, which have not been filtered in line with legislation
Enhanced	Contains the same Police National Computer information as a Standard check, together with any information held locally by police forces if they reasonably believe it to be relevant to the post applied for

**Enhanced + Barred
List(s) Check**

Contains the same details as an Enhanced check, and whether you are on the relevant DBS Barred List(s) (children and/or adults)

The level of check will be determined by Dudley MBC or the School in accordance with Regulations, eligibility guidance issued by the DBS, to meet inspection requirements or safeguarding practices. This decision is based on the nature of the work, rather than the individual applying for or already in the post.

3. Portability

Portability refers to the re-use of criminal record checks.

The DBS Update Service is an online subscription, paid for by an individual, which enables them to take their DBS certificate with them from role to role – sometimes referred to as national portability.

Where a candidate (future employee, volunteer, worker) is currently registered with the DBS Update Service and, importantly the certificate registered is for:

- the same workforce, and
- the same type, and
- same level of certificate required by the role,

the Council can undertake a Status Check.

This approach means that the candidate does not have to complete a new application form and present identify documents, and the School does not have to pay for a new application which results in a much quicker sign-off of the DBS checks, and alongside the other pre-employment checks can enable a candidate to commence work earlier.

If you are currently registered with the DBS Update Service, please let the Recruiting Manager or the HR Resourcing Team know.

The Council has also adopted an internal portability policy to allow the transfer of a DBS check between Dudley Schools and Council Directorates for existing workers.

4. Fees

The Council or School is responsible for all charges resulting from a request for a criminal record check, except for applicants who meet the DBS definition of a volunteer, and which are carried out free of charge by the DBS.

The individual is responsible for any costs arising for being registered with the DBS Update Service.

Fees for agency workers and contractors are the responsibility of the supplier.

5. Commencement of Work

Where a criminal record Disclosure is required for a post, it should normally be obtained before you commence work in that post, whether as an existing employee or engaged from outside the Council.

It is recognised that there can be delays in obtaining a Disclosure Certificate which may place additional pressures on Services, impact on service provision as well as staffing resources. Therefore, in exceptional circumstances you may be permitted to commence work prior to the receipt of the criminal record Disclosure. This is subject to:

- You have submitted the criminal record check Application form on-line, you have produced valid ID and the application form has been counter-signed by a member of the HR Resourcing Team prior to you starting work; and
- A risk assessment form has been completed and signed by the Head Teacher , and approved by the HR Service Centre Manager, or the Assistant Director of People and Inclusion.

This will ensure that full consideration is given to safe recruitment practices, that all other pre-employment checks have been satisfactorily completed and that appropriate supervision is in place. For any roles which include regulatory activities i.e. in Schools, it is important that in addition to the other pre-employment checks being undertaken, a separate barred list check has been completed.

Where you are permitted to commence work in these circumstances, you will be subject to additional supervision and your new line manager will explain the nature of the supervision and the role of the staff who will be undertaking it. The arrangements will be reviewed regularly with you until the criminal record Disclosure is received. It is your responsibility to ensure that upon receipt of the DBS Certificate you share the original with your line manager.

Any offer of employment will remain subject to satisfactory pre-employment checks, which include a criminal record Disclosure which is deemed satisfactory by the Council or School.

6. Disclosure of a Criminal Offence during Recruitment

A criminal record will not necessarily prevent you from being appointed. It will be considered according to the nature of the role.

Please note as an employee if you have a pending prosecution, this needs to be disclosed as soon as possible. Whether you are a current employee or new recruit, convictions, cautions, reprimands, final warning will need to be disclosed as part of your recruitment process. If you dispute the accuracy of the information on the DBS Certificate, it is important that you contact the DBS directly and as soon as possible.

If you confirm the information provided is accurate and, following the completion of the risk assessment, a decision regarding your appointment will be reached.

If you are applying from outside the Council, the recruiting manager will either withdraw the offer of employment if the offence(s) are deemed serious enough to preclude you being employed or confirm your appointment if the offence(s) are deemed is/are of a minor nature and do not pose a risk to vulnerable groups including children. Where the appointment is confirmed, it may also be subject to:

- You attend a further meeting to discuss the matter.
- You being made aware that any further criminal offence, which has implications upon your employment contract, will be viewed seriously.
- Consideration is given to any measures which could be taken, e.g., close supervision.

The decision outcome will be confirmed in writing.

If you are an existing employee, where the offence(s) is/are of a minor nature and has not been disclosed previously or was not detailed on the previous DBS Certificate, the Council or School will decide whether to allow you to continue to work as normal or if any further action should be considered. This will be confirmed in writing and a copy, together with the completed Risk Assessment, will be placed on your personal file. However, if the offence(s) is/are of a more serious nature which may impact on the suitability for you to continue in your current employment this will be handled in accordance with our disciplinary procedures. This is detailed in the Employee Conduct guidelines.

7. Renewal of Criminal Record Checks

Where you continue in your role and a criminal record Disclosure is required, a full criminal record check will be needed at least every three years. However, where legal requirements stipulate that re-checking is undertaken more frequently, a new criminal record check will be required.

Where information comes to light to suggest a further check or renewal should be carried out earlier than three years, or where a criminal allegation is made against you, a new criminal record check will be required.

Once in post, if you refuse a legitimate request to undertake a criminal record check, this will be handled in accordance with our disciplinary procedures which is detailed in the Employee Conduct guidelines.

8. Disclosure of a criminal record

During your employment, volunteering or appointment you must disclose any of the following to your line manager as soon as possible following you being made aware:

- That you have been charged or convicted of a crime, or received a caution, final warning, or other form of reprimand.
- That you are awaiting sentencing; and/or
- That you are under police investigation.

Following notification your line manager will meet with you to discuss the matter further to enable a risk assessment to be carried out into the potential risks to vulnerable groups including children.

If you fail to disclose any of the above, you may be subject to our disciplinary procedures which are detailed in the Employee Conduct guidelines.

Appendix C – Probation

Probationary Review

All entrants into the Council whether from an existing continuous employment perspective or undertaking a new job role will be reviewed within 6 months. Employees with continuous service may be subject to a performance plan if they fail to meet the satisfactory performance in their new role. Employees who are new entrants to the council may have their probationary period extended by 3 months if they fail to perform to a satisfactory standard in their new role. Please note anyone who fails to meet a satisfactory standard in their role, may have their employment terminated. This does not apply to those employed on school teacher pay and conditions.

1. Probation

Your line manager will meet with you to discuss your performance at three review meetings over the course of your 6-month probation period.

If areas of concern are identified, your line manager will work with you to offer additional support and/or training. Your line manager may extend your period of probation for up to a further 3 months to support you to meet the expectations of the role.

Where it is clear during or at the end of your probationary period that you are unable to meet the requirements of the role due to attendance, performance, capability or conduct issues, your contract will be terminated.

At the end of your probation period, or extended period, where you have met the satisfactory standard for your role your line manager will confirm your appointment in writing.

2. Continuous service

If you have transferred from a Dudley Council directorate, community school, internal promotions or directly from another Local Authority or body covered under the Redundancy Modification Order without a break in service your service is classed as continuous.

Your line manager will meet with you to discuss your performance during your first 6 months and if areas of concern are identified your line manager will work with you to offer additional support and/or training.

3. Procedure

the steps outlined in the relevant policy. This Assessment period will be considered as informal performance management.

This policy aims to provide information regarding the School's Recruitment and Selection process, including probation and assessment following successful appointment into a new role, and address key areas for consideration.

It is important, as a manager, that you ensure that all job vacancies are filled with the most suitably qualified candidates who can contribute to our school, and who will enhance our reputation within our community.

The basics which you must follow when recruiting to fill a job vacancy:



Ensure you embrace our Equality and Diversity Policy specifically with regard to any 'protected characteristics' that may apply to any applicant.



Try to accommodate flexible ways of working.



If you have a lead responsibility for recruitment and selection, then ensure you have received training before you commence any process, and where interviews are for posts working with children, ensure one panel member has completed the safer recruitment training.



Ensure there are a minimum of 2 interviews identified for each recruitment and selection process.

Steps to take

1. When you have a new job role or vacant position to fill, plan your recruitment and selection process which will include job evaluation, job advertisements, selection criteria and methods, interview dates and identification of interview panel participants.

Hints and tips:

- Ensure you have received appropriate training before you conduct the recruitment process.
- Ensure that the job description and person specification is up to date and graded.
- Identify if the role is subject to Enhanced DBS checks, and/or required to hold a relevant qualification and/or membership of a professional institution.
- Identify panel members who have the capacity and availability to participate in the process in accordance with the designated timeline. A minimum of two members are required for each recruitment panel.
- Identify and agree the shortlisting criteria and selection methods.
- Plan end-to-end process and put dates into diaries.

2. Firstly, review any redeployees you have in school to check if there is an employee who has the necessary skills and abilities to fulfil the job role.

Hints and tips:

- Speak to the employee and line manager regarding the job role and where appropriate offer a trial period.
- Keep an open mind throughout and consider what you can do to support the employee.
- If the employee is unsuccessful in being appointed then provide constructive feedback as to the reasons why and any areas of development, to assist them with future applications.

3. If you have no redeployees, move to advertise the job role in order to generate applicants. This includes advertising on appropriate jobs boards, external publications including press, networking, local colleges and training providers, local community groups and local employers.

Hints and tips:

- Ensure that the advert includes job related requirements, job location, salary/reward package, contract length and type, details of how to apply and closing date.
- Ensure you are available to take calls from prospective candidates enquiring about the job role.

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listing process in accordance with timeline. This will include scoring the application forms against the pre-prepared shortlisting criteria. Draft up candidate list for interview.

Hints and tips:

- Ensure you keep records of your scoring against the shortlisting criteria for all applicants.
- All disabled candidates that meet the essential job criteria will be invited for interview.

5. Interview and conduct selection process in accordance with previously agreed process and timeline.

Hints and tips:

- Ensure that you ask any disabled candidate if they have any requirements in order for them to attend and play a full part in any selection process. Any reasonable request should be accommodated.
- Ensure that satisfactory references are obtained for all short-listed candidates prior to interview
- Ensure you keep records of your scoring against the shortlisting criteria for all candidates.

6. Offer the job role to the successful candidate ensuring that you confirm that it will be subject to receipt of satisfactory employment references, approved documentary evidence that they have the right to work in the UK, and an enhanced with barred list Disclosure check (unless another is required for the role, and any other safer recruitment checks.

Hints and tips:

- Make the offer to the successful candidate as soon as possible and by phone where possible. This should be followed up in writing, including a copy of the contract of employment.
- Only when the successful candidate has indicated verbal acceptance should you notify the other candidates that they have been unsuccessful in their application and offer feedback at a later date.
- Provide constructive interview feedback based on your records to unsuccessful candidates where appropriate.

7. Upon commencement, the employee will be subject to either a probationary or assessment period (not applicable to teachers) The probationary period is applicable to new entrants to Dudley MBC/community school and will last for 6 months. The assessment period is applicable to an employee who has transferred from another Dudley Council directorate a community school or from another Local Authority or body covered by the Redundancy Modification Order without a break in service.

Hints and tips:

- Meet with the new employee upon commencement of the role to identify a range of objectives and associated timelines, training requirements, and outline the standards required to be successful in the role.
- Agree and diarise future meeting dates with the employee in order to discuss their performance, attitude and conduct.
- Monitor the new employee's performance and seek feedback from other colleagues where appropriate.
- Ensure you meet with the employee as planned and provide constructive feedback in accordance with evidence. Offer additional support and/or training as necessary in order that they can achieve their objectives.
- If you identify that the employee may not successfully pass their probationary or assessment period, ensure you raise these concerns prior to the end of the period to enable them to address your concerns before a final decision is made. Advise them what may happen if they fail to meet the standards required.
- Where you identify that the employee has not met the requirements for the job by the end of the probationary period consider if you wish to extend it for a further 3 months. Only extend where you believe that this extension will allow them to fully demonstrate the skills needed to fulfil the job requirements.



Recruitment & Selection Policy & Procedure



Purpose of Policy:

How, as a school, to manage Recruitment & Selection



Policy Author:

YourHR



Policy Date:

April 2025



Policy applies to:

All employees of the school



Unions:

GMB, Unison, NASUWT, NEU, NAHT & ASCL have all been consulted on the policy updates & changes



Review Date:

April 2028

People & Inclusion

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YourHR

