

Recruitment Policy

The Principal will oversee recruitment of his/her school and has ultimate responsibility for all aspects of the school.

The recruitment process

Step 1	Applicant enquires about job vacancies at Basil Paterson via email or in person (or answers a job advertisement)
Step 2	Prospective employee is given or sent job description in order to officially apply.
Step 3	The Principal receives C.V. and covering letter then decides / contacts suitable candidates for interview. Unsuccessful candidates are sent an email stating reasons for unsuccessful application.
Step 4	The Principal and one other interviews candidate, either individually or in a group. A decision is made by the Principal. Considerations at the application and interview stage are detailed below. If successful, the candidate is usually told soon after by telephone and unsuccessful candidates are sent an email.
Step 5	The Principal contacts 2 referees for the applicant When positive references have been received, an offer letter and contract will be written and sent to the new employee, either posted in hard copy or emailed as PDF.
Step 6	An induction will be arranged at a mutually convenient time. Staff are asked to bring essential documentation with them to the induction: qualification certificates, passport, 2 other forms of identification, P45/P46, PVG letter (if applicable).
Step 7	Induction takes place and hard copies of contract are

	<p>given to the applicant. A list of further documentation is provided during the induction, which are then read and signed/completed by the teacher:</p> <ul style="list-style-type: none"> • copy of safety procedure • child protection documents • employment declaration • new employee form • Protection of Vulnerable Groups (PVG) form <p>The Principal then goes through the staff handbook and gives them a tour of the school and resources available to them plus introduces them to other staff members.</p>
Step 8	After induction, the new employee is given log-in details.
Step 9	All required documents are filed and the new employee form is sent to payroll along with a P45 or P46.
Step 10	A training programme is put in place for the new employee with end of probation review tentatively set.

Reviewed January 2017