

## **Mayville High School Recruitment Policy**

All staff and volunteers at Mayville High School undergo a rigorous interview and induction process. We ensure that the structured recruitment process is followed and that all references are taken up, gaps in employment are queried and evidence of relevant qualifications and experience are recorded.

The interview questions are structured appropriate to the post and candidates undergo the process with ideally at least one member of the interview panel having undertaken recruitment and selection training.

Candidates will normally be expected to spend supervised time with pupils in the relevant part of the school and in the case of teaching posts will be expected to teach a lesson.

When a candidate is selected the appointment may be made subject to conditions which could include updating training if there happens to be a gap or weaknesses identified.

The staff and volunteer induction programme would include a copy of all relevant policies and procedures They would have an assigned Mentor to ensure they have a good clear understanding of all procedures and daily routines

Confirmation of all items below would assist in evidencing a new staff member's suitability.

- Confirmation of approval from ISA
- Confirmation of an enhanced CRB disclosure, including the number and date of issue.
- Full employment history.
- 2 satisfactory written references.
- Confirmation of identity and eligibility to work in the UK. (passport, driving licence or birth certificate)
- Copies of original qualification certificates.
- Copies of training records.
- Confirmation of medical suitability to undertake duties in accordance with their job description.

We operate an equal opportunities policy to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, sexual orientation and religion or belief.

Recruitment records will be kept for a minimum of 12 months.  
These include the application forms, short-listing forms and interview notes.

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