



## Recruitment Policy



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Key information

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## **1. Introduction**

At the Greek School of Newcastle we believe in creating a school culture that is safe and inclusive. The Recruitment Policy is designed to give clear guidance on the expectations, procedures and obligations of anyone who would like to teach /support teaching at our School.

## **2. Aims, Scope and Values**

The aims of the Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position based on specific criteria advertised publicly with the Job description and Person Specifications;
- to ensure that all job applicants are considered equally and consistently
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Duty Guidance for England and Wales 2015 and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Individuals involved in the recruitment and selection of teachers/TAs are responsible for familiarising themselves with and complying with the provisions of this Policy.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

The Greek School of Newcastle aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

## **3. Roles and Responsibilities**

The Board of Trustees or else known as the School Board is responsible to:

- Ensure the Greek School of Newcastle has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with all the legal requirements.
- Monitor the School's compliance with them.

It is the joint responsibility of the Board of Trustees and the Headteacher to:

- Ensure that the Greek School of Newcastle operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.

- To monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children and young people at every stage of the procedure.

#### **4. Job Description**

There must be an accurate and up to date job description available for every post that must be published on School's website so everyone can have the opportunity to read about the role, submit any questions that may have and apply for the vacancy.

A Job Description not only enables the School to be sure that the post meets its requirements, but is also essential when preparing the Person Specification. For the potential employee, it enables them to understand what their role would be in the organisation and will form part of their contract should they be appointed.

The Headteacher, or the School Committee in their absence, is responsible for drafting the Job Description and the Person Specification. They should then send it to the Board of Trustees for evaluation and after its successful completion, it is advertised. The main parts of a Job Description are:

A. Job Description

B. Duties and Responsibilities

C. Person Specification with the criteria of evaluation

The job description and person specification should specifically include reference to the responsibility the role has for safeguarding and promoting the welfare of children and the qualities – whether that be ability, experience, training or attitude, or a mixture of these – that the person will need to fulfil that responsibility.

A successful Job Description should ensure the following:

- the Job Description is accurate, reflects the requirements of the job and is written in clear, plain English.
- the Job Description is jargon-free, it does not exclude any groups of candidates by the way it is written
- there is reference to the safeguarding responsibilities of the post which is of a paramount importance

#### **5. Person Specification**

A Person Specification describes the skills, knowledge and characteristics which the candidate must possess (essential) or could possess (desirable) to fill the vacant post. It is an essential part of the recruitment process, and drives the information used for:

- assessing a person's ability to undertake all the duties and responsibilities in the job profile
- advertising the post
- short-listing the candidates for the final selection process

The person profile contains only objective and measurable criteria on which to assess the applicants. This ensures that applicants are treated solely on merit and without reference to irrelevant material that could result in direct or indirect discrimination.

A successful Person Specification should ensure the following:

- skills and characteristics need to be clear as these are the only criteria to be used for short-listing purposes. There must be a reference of how each of the criteria will be assessed.
- The language and terms used are explicit and precise. The requirements listed in the person profile are also specific, justifiable and capable of being evaluated in an objective way.
- there are references to the safeguarding responsibilities of the post

## **6. Recruitment and Selection procedure**

### **Step 1 - Publishing the vacancy**

All the vacancies must be uploaded on the School's website and can be shared via the School's social media to maximise the dissemination of information and reach more interested candidates.

### **Step 2 - Application window**

Candidates should complete the School's application form in full as this will be used to short-list the candidates. For every vacancy there must be a specific deadline which may be extended if needed.

Successful application forms will be considered those that:

- are completed in full - otherwise they will not be taken into account
- filled in accurately, honestly and truthfully
- provide evidence about how the safeguarding of the children can be ensured
- do not provide any false information as this will lead to dismissal and further legal action if the applicant is successful

### Step 3 - Short-listing of the candidates

The Board of Trustees and the Headteacher should short-list the candidates by ranking order (highest to lowest). The short-listed candidates should be informed three working days prior to their interview slot.

### Step 4 - Interviews/ Lesson plan

The Board of Trustees and the Headteacher should invite for interviews the first five candidates with the highest score of the short-listing step (Step 3).

The interview panel consists of the Headteacher (chair of the Panel) and at least two Trustees or the Headteacher, one Trustee and one Teacher. The Board of Trustees can also hold interviews on exceptional circumstances if required in the absence of the Headteacher.

The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel. The interview will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body. The School requests that all candidates invited to interview also bring with them/ or have already attached with their application copies and bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
  2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
  3. Where appropriate any documentation evidencing a change of name;
- Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.
  - During the interview process, teaching applicants may be invited to present a lesson plan that they have asked to prepare with all the resources they have also prepared.

### Step 5 - Final selection

The Board of Trustees and the Headteacher should choose the successful candidate purely on the evidence from the application form, interview, the lesson plan and the documentary evidence.

### **Step 6 - Offer Of Appointment**

The Headteacher should announce first via telephone and after via e-mail the decision to the successful candidate and arrange a date for his/ her induction. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions;
- Contracts are expected to be signed up to 1 working week from the start date;

### **7. Preventing Illegal Working**

A foreign / EU national must produce satisfactory documentation proving their legal freedom to work. It is necessary to take a copy of any relevant documentation and keep it on file.

- Examples of documentation that could be accepted as proof of a candidate's right to work are:
  - (a) passport (with valid current endorsement)
  - (b) Any photo ID which is valid
  - (c) Proof of right to work (Settled / pre-Settled status)

### **8. Disclosure and Barring Service (DBS)**

All teachers and teaching assistants (TAs) employed by the Greek School of Newcastle are required to obtain an Enhanced DBS. However, if a teacher or TA holds an active Enhanced DBS check from another sector that meets the required standards, the decision to accept this DBS is at the discretion of the School Board.

### **9. Induction Programme**

All new members of staff will receive an induction programme which will clearly identify the School's policies and procedures, including the Safeguarding Policy, the Staff Code of Conduct, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

The school has procedures and processes in place which ensure:

- there is effective induction and training in relation to safeguarding

- It is clear how to report concerns or issues or how to get help
- there are agreed standards of behaviour and a code of conduct for all employees
- that all staff are aware of the importance of Safeguarding

#### **10. Record Retention / Data Protection**

The School is legally required to undertake the pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process.

This will include copies of documents used to verify identity, right to work in the UK and qualifications. This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the School's online secured folder. The same Policy applies to any suitability information obtained about volunteers involved with School's activities.

The School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e., shredded). The six-month retention period is in accordance with the Data Protection Act 1998.

#### **11. Publishing the Policy**

Staff will be informed of the Recruitment Policy as part of their induction programme when joining the school and as part of training days. This policy is available on the school's website.

#### **12. Date of Next review**

This policy will be reviewed every three years or in light of any developments in equality legislation or good practice.