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*ReFocus Ltd*

*Recruitment and Selection Policy 2022/2023*

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The following policy has been approved by the Executive Head Teacher and agreed by the management team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Date: September 2022  
Review date: August 2023

Review Record:

Name (Print): Liam Kerr Name (signature): L.Kerr Date: September 2021	Name (Print): Liam Kerr Name (signature): L.Kerr Date: September 2022
Name (Print): Name (signature): Date:	Name (Print): Name (signature): Date:

- This policy covers the recruitment and selection procedures for ReFocus Ltd.
- This policy is not stand alone and should be used with other ReFocus Ltd policies including, but not limited to: Safeguarding policy, Data Collection Policy, E Safety Policy, Health and Safety Policy, The Staff handbook, and Code of Conduct.
- When referring to staff members this includes all full-time staff members, volunteers, support staff and supply staff.



## **1. Introduction**

Effective recruitment and selection are central and crucial to the successful functioning of ReFocus Ltd. It depends on finding people with the necessary skills, expertise and qualifications to deliver ReFocus Ltd.'s strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

## **2. Advertisements**

Vacancies will generally be advertised on an appropriate recruitment job board, including the school website [www.ReFocus.school](http://www.ReFocus.school) and social media.

All vacancies will also be posted on ReFocus Ltd.'s internal notice boards. ReFocus Ltd. keen to facilitate internal promotions wherever possible as development opportunities for its staff.

ReFocus may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.

Vacancies, which are restricted to internal candidates only, will be clearly indicated on the advertisement. All internal candidates will be selected for interview on the same criteria as external candidates.

Employees on maternity leave will receive all advertisements for posts advertised in ReFocus Ltd during their period of maternity leave.

## **3. Application Forms**

Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged based on comparable information. In some cases, a CV may also be requested.

In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about ReFocus Ltd. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.



In drawing up the job description and conditions of service, ReFocus Ltd will ensure that no job applicant receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities, or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

Applicants will be asked to specify whether they wish to declare any disabilities, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits

Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.

Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview unless the candidate indicates otherwise.

References should normally be made in writing or email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.

For roles which are unregulated, candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974 and a Basic Disclosure and Barring check may be sought.

For regulated posts that involve working with children and vulnerable adults / law enforcement / legal profession / finance work / licensing work (e.g., security), applicants will be asked to reveal details of 'spent' and 'unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation to complete a Disclosure and Barring check. Posts which require such a disclosure will be clearly indicated on the conditions of service and appointment procedure.

Applicants will also be required to declare if they are related to any member of staff within ReFocus Ltd. Canvassing of members of ReFocus Ltd is not permitted. No manager should be put into a position where he or she is asked to interview a person to whom they are related.

It is ReFocus Ltd.'s policy to communicate further with applicants who have not been shortlisted by ensuring they receive an email stating they have been unsuccessful and, if requested by the candidate, offering feedback as to the reasons they have not been shortlisted.



Applicants details will be recorded at the point of receipt. All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.

All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

All application forms will be collated by Human Resources Department / Company Administrator and supplied to the appointing manager and interview panel for shortlisting purposes.

A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of ReFocus Ltd.'s responsibilities in relation to Equality legislation. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time to prepare for and make the necessary arrangements to attend the interview.

#### **4. Selection Methods**

Interviews will be held by a panel comprising of ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

A representative from Human Resources will be present on all interviews for posts below Director level. ReFocus Ltd.'s HR Adviser will be present on interview panels for posts of Director and above.

A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.

All candidates will be asked the same questions in the same order, and their responses rated between 1-3. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total point score. Additional notes may be made by the panel during the interview.

It should be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the premises where they will work and ask questions about ReFocus Ltd, to ensure that they have a full understanding of the post for which they are applying and the way ReFocus Ltd operates.

In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.



All appointments will be made strictly on merit and related to the requirements of the job.

All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or email.

All unsuccessful candidates' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

## **5. Relevant Checks**

All offers of employment will be made conditional upon satisfactory results from the following:

- Two satisfactory references.
- Confirmation of the right to work in this country.
- Disclosure and Barring Service check (or the country equivalent) if appropriate.
- The Candidate providing a valid birth certificate

ReFocus Ltd will undertake appropriate checks to verify a candidate's identity, ensuring that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. This includes but is not limited to, checking the name on their birth certificate, where this is available.

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a management position in an independent school, academy, or in a free school as an employee.
- be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school; or
- be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

**ReFocus Ltd will ensure correct S128 checks are conducted prior to employment.**

Separate barred list checks must only be carried out in the following circumstances:

- for newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks as per paragraph 213 have been carried out); or,



- where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks as per paragraph 213 have been carried out).

Checks for prohibitions, directions, sanctions, restrictions, and the children's barred list will be undertaken by Refocus Ltd using the TRA's employer access service. This includes information regarding QTS.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. ReFocus Ltd will undertake the same checks for overseas applicants with the addition potentially asking for a letter (via applicant) from the relevant country's regulatory authority. This is done to confirm the applicant has not imposed any restrictions or sanctions and or that they are aware of any reason why they may be unsuitable to teach.

## **6. Probationary Period**

All appointments into Refocus will be made subject to a probationary period of six calendar months. After three months, a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individuals line manager consider this appropriate.

## **7. Recruitment Monitoring**

ReFocus Ltd seeks to recruit employees based on their ability and the requirements of the post.

ReFocus Ltd wants to ensure that no applicant receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities, or hours of work.

To meet this commitment, all candidates are asked to complete a recruitment monitoring form enclosed with the application form. All completed monitoring forms will be treated as confidential. The form will be separated from the application form on receipt and those involved in the selection process will not have access to it. The information given by candidates will be solely used for the purpose of monitoring the recruitment process.



## **8. Exit Interviews**

All employees who leave the employment of ReFocus voluntarily will have an exit interview with their manager before their last day of employment.

Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of Company policies and practices.

The appropriate line manager should record all appropriate information, such as recommendations made for change, or significant issues raised in the interview, whilst bearing in mind confidentiality issues.