

Recruitment & Selection Policy

1 Purpose

- 1.1 The purpose of this document is to set out the school's policy in relation to the recruitment and selection of staff and should be read in conjunction with the Diocesan guidance for schools.

2 Scope

- 2.1 The principles set out in this policy apply to all appointments made by St Anne's Catholic Primary School once a decision to recruit has been taken.

3 Policy Statement

- 3.1 St Anne's Catholic Primary School recognises the need to recruit the best possible staff to all posts. We are also mindful of the overriding duty to safeguard and promote the welfare of our children. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality education and service and of keeping children safe.
- 3.2 We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.
- 3.3 St Anne's Catholic Primary School will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.
- 3.4 We are committed to maintain and strengthen the distinctive nature of our catholic school through appropriate considerations during the selection process as allowed under current legislation.

4 Principles

Our policy is founded on the following key principles

- Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed
- Staff will be appointed on merit

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- The process of selection will conform to all legal requirements and will reflect the need to safeguard our children and promote their welfare
- The process of selection will be open and accountable, ensuring the right to confidentiality of individual applicants
- People involved in the process of appointing staff will have the appropriate skills and experience for the task

5 Recruitment & Selection Guidelines

- 5.1** St Anne's Catholic Primary School will follow the recruitment and selection procedures set out in the Diocesan Procedures

Agreed by Governors:

Signed:

Date:

Review Date: