

KILGRASTON

APPOINTMENTS

BACKGROUND

This policy was drawn up to ensure fair and effective recruitment and is reviewed annually.

RATIONALE

To ensure a fair and effective recruitment procedure in line with the Kilgraston Summer School goals, wider Kilgraston School goals, and statutory regulations.

POLICY STATEMENT

It is the policy of the school that posts should follow a procedure which ensures the recruitment of appropriately qualified and experienced staff, ensures equal opportunities and meets the need for disclosure checking.

Implementation

Prepare appropriate job specification

- Job specifications should be prepared by the Summer School Course Director in conjunction with the Head of Finance.

Advertise vacancy in appropriate media

- In principle, all jobs should be advertised internally and externally if necessary, in appropriate media including the website.

Prepare Kilgraston application pack

- In consultation with the Head of Finance the application pack is produced by the Summer School Course Director and made available on the website.

Appoint a short list panel (of at least 2)

- Short list panel is nominated to include a member of SLT and the Summer School Course Director.

Shortlist and invite candidates to interview

- Once Short list panel agrees on short list, candidates are invited to interview with at least 1 weeks' notice where possible.
- Details and arrangements for the day distributed by the Summer School Course Director.

Appoint an interview team

- The interview team is appointed by the Head of Finance and interviews generally take the format of an interview with the Summer School Course Director and, where possible, a relevant member of SLT. If an SLT member is unavailable in the initial interview another relevant member of staff should conduct the interview with the Summer School Course Director. There should then be a second interview with an appropriate member of SLT within 2 weeks of the initial interview.
- In the case of teaching appointments the recruitment process will involve candidates talking through a recently taught lesson plan. In the case of other appointments interviewees may be asked to participate in an appropriate job related task.

Interview

- Timetable for interviews devised and distributed by the Summer School Course Director.
- Interviewers meet at the end of the session for debrief and decision making
- Wherever possible the candidates are informed of the decision on the same day as the interview or as soon as possible thereafter.

Take up references

- No appointment can be finalised until at least 2 formal references have been taken up.

Disclosure Scotland checks

- No appointment can be finalised until PVG checks have been completed. Forms are distributed by Finance Department.

Offer and appointment

- All successful candidates to receive a formal offer and terms of appointment distributed by Finance department and signed by the Summer School Course Director.

Induction

- All appointments to undergo induction which includes Child Protection training and provision of a professional line manager.

Post appointment interview

- All new appointments will undergo an Induction week prior to the beginning of Summer School.

Policy Review Record

Person responsible (Main School) - Headmistress (DMacG)
 Person responsible (Summer School) - Summer School Course Director (DD)

Date	Action	Responsibility
Sept 08	Policy reviewed	MF

June 09	Reviewed Governors	AJ
Oct 10	Policy reviewed	MF
Sept 15	Policy reviewed	DMacG
Apr 16	Policy reviewed	DMacG
Jan 17	Policy reviewed	DMacG
Sept 18	Policy reviewed	DMacG
Nov 19	Policy reviewed	DMacG
Sept 20	Policy reviewed	DMacG
Sept 20	Policy updated for Summer School	DD