

Recruitment and Selection Policy

Policy written by: Philippa Mills : October 2019
Next review date : September 2020

'College' refers to Bristol International College

The College is committed to equality of opportunity in our recruitment and employment practices. Employment and progression are determined solely by objective criteria and personal merit. No job applicant, trainee applicant, employee or trainee will be treated less favourably than another will. In order to achieve this, the following principles will be followed:

- **Job Review** – the College will consider whether each job is necessary. For a post to be advertised it must meet both the College's needs and its legal responsibilities.
- **Advertising** – In the interests of Equal Opportunities, the College will ensure that all job vacancies are advertised in a variety of places in order to attract applicants from a wide pool. Wording of the advert will communicate clearly the College's specific requirements and not use discriminatory language and unnecessary jargon.
- **Selection** – The College will consider all candidates against the job specification, selecting a short-list of candidates to be invited to attend an interview. In doing so, all possible steps will be taken to avoid making biased judgements and to select the best candidate for the job.
- **In the case of Senior Managers** – the College will ensure that they are they will be recruited and vetted by Senior Managers
- **Suitability** – the College will ensure that all managers, staff and volunteers have the appropriate experience, skills and ability to do their jobs.
- **Interviewing** –
 - The College will ensure that the interviews will assess the merits of each candidate against the job description and explore their suitability for the role. This selection process will always include a face-to-face interview
 - The College will ensure a minimum of two interviewers for each candidate being interviewed, one to question and one to take notes
 - The College will ensure that at least one member of the interview panel has completed the Keeping Children Safe in Education (KCSIE) training and the Safer Recruitment training.

- The College will ensure that in the case of a Senior Manager that another Senior Manager carries out the interview
 - A set of agreed questions will be asked of all candidates who are applying for the same position
 - In addition to a formal interview, the College will give all short-listed candidates the opportunity to demonstrate their relevant skills, if appropriate
- **Employing staff** – the College will instigate checks and references and prepare an induction programme
 - **Reviewing the policy** – this policy (and its implementation) will be reviewed annually to ensure that individuals are recruited, selected, **trained and promoted** based on their abilities, merits and the requirements of the job.

In the context of the above policy, for each vacancy, the College will follow the procedure below. The College will:

1. Review each job and create (or amend) recruitment materials accordingly:
 - Job description – details of the duties and responsibilities
 - Person specification – details of the attributes that the successful candidate **MUST** have to be short-listed and **SHOULD** have to be the ideal candidate.
2. Advertise the vacancy in the local job agencies, recruitment agencies (specific to the role being advertised) and at other appropriate locations.
3. Shortlist and interview in line with our policy, giving the candidates interviewed the opportunity to demonstrate their relevant skills.
4. Apply for references and personal references
5. Apply for DBS and other necessary checks.
6. Ensure the selected applicant has the relevant training, qualifications and experience
7. Check identity, address and eligibility to work in the UK from the appropriate documents:
 - **Name & address** - Birth Certificate, Passport, Driving Licence, utility bills. In addition, marriage Certificate, divorce details, deed poll (where their name has changed).
 - **Eligibility** - National Insurance Number or P45, P46, P60 or work permit.
8. Ensure all appropriate checks are initiated and copies of the relevant references received as soon as possible.
9. Ensure the new employee is aware of their probationary period.
10. Prepare an induction programme for the new staff member.

Recruitment application forms and interview notes (for unsuccessful candidates) will be retained for a period of 6 months to a year. Successful applicants' documents will be transferred to the personnel file in any event.