

# RECRUITMENT & SELECTION POLICY



**Wood Bank School**

From strong roots we grow and blossom

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| Policy Ratified             | June 2025                                                                            |
| Review Date                 | June 2027                                                                            |
| Signed (Headteacher)        |  |
| Signed (Chair of Governors) |  |

**CONTENTS**

1. Adoption of Policy..... 1

2. Introduction..... 1

3. [Equality](#) ..... 2

## **1. Adoption of the policy**

- 1.1 The Governing Body of Wood Bank School adopted this policy in June 2025

It has been the subject of consultation with recognised Trade Unions.

## **2. Introduction**

- 2.1 Under the Education Act 2004, Safeguarding and promoting the welfare of children / pupils is a requirement of Local Authorities exercising education functions and the Governing Bodies of Schools, including non-maintained special schools, as part of their common law duty of care towards those for whom they are responsible. Academies have obligations under the Education (Independent School Standards) Regulations 2014.
- 2.2 The purpose of this policy is to provide a robust framework for the recruitment and selection of staff and volunteers and that the people responsible for the recruitment and selection will ensure that a fair, consistent and objective process exists for matters relating to recruitment and selection of staff and volunteers.
- 2.3 This policy does not form part of any employee's contract of employment and it may be amended by the Governing Body at any time following consultation with recognised trade unions.
- 2.4 The school is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. This is reflected in the way that staff are recruited.
- 2.4 Before embarking on the process of recruitment, the Governing Body or the person responsible for leading the recruitment process must ensure that there is an up-to-date role profile for the post. The role profile will describe the duties, responsibilities and level of seniority associated with the post, the type of qualifications, training, knowledge, experience, skills (both essential and desirable), aptitudes and competencies required for effective performance of the job. Care must be taken to avoid including tasks that the employee will not in practice be required to perform or qualities that will not be needed to perform the role.
- 2.4.1 The school aims, at all times, to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
- 2.7 When managing an employee's recruitment, the school processes personal data collected in accordance with its data protection policy on processing special categories of personal data. Data collected from the point at which an employee informs the organisation about details of their work history is held securely and accessed by and disclosed to individuals only for the purpose of managing their recruitment.

- 2.8 Inappropriate access or disclosure of employee data constitutes as a data breach and should be reported in accordance with the school's data protection policy immediately. It also may constitute a disciplinary offence, which will be dealt with under the schools / academies disciplinary policy.

### **3 Equality**

- 3.3 All candidates will be treated in a consistent manner and the policy will be applied fairly across the school.
- 4.2 In very limited circumstances, it may be lawful and appropriate for the school to treat people differently if there is a Genuine Occupational Requirement that the post holder must be of a particular age, gender, race, religion or belief, or sexual orientation. For example, advertising a job only open to women in order to work in a women's refuge centre would be considered a Genuine Occupational Requirement. If this is the case, please contact your HR Provider
- 4.3 The Equality Act does not allow you to positively discriminate, i.e. to recruit or promote candidates on the basis of a protected characteristic (age, sex, sexual orientation race, religion or belief, disability, gender reassignment, marriage and civil partnerships or pregnancy) unless the Genuine Occupational Requirement test or section 159 of the Equality Act apply.
- 4.4 Section 159 of the Equality Act allows an employer to take positive action in recruitment and promotion in limited circumstances. "Positive Action" is where an employer treats a person (A) more favourably in connection with recruitment or promotion than another person (B) because (A) has a protected characteristic but (B) does not. Such positive discrimination is only allowed where an employer reasonably thinks that persons who share a protected characteristic suffer a disadvantage connected to the characteristic or participation in an activity by persons who share a protected characteristic is disproportionately low and (A) is as qualified as (B) to be recruited or promoted, the employer does not have a policy of treating persons who share the protected characteristic more favourably in connection with recruitment or promotion than persons who do not share it and taking the action is a proportionate means of achieving a legitimate aim. Please consult your HR provider before considering taking positive action.
- 4.5 It is important that favouritism is not shown, or help provided by the recruitment panel, during the actual recruitment or promotion process. Any assistance by any member of the recruitment panel must stop as soon as a vacancy is advertised; each individual is to apply for a position on their own merit.

This policy is supported by the Recruitment & Selection Guidance. The guidance document is such that it will be subject to periodic amendments to ensure that it remains a well-developed and an effective employee and management tool.

The guidance document is designed to develop and maintain a culture of safeguarding awareness. Recruiters will need to ensure that it is consistently applied and robust process is always carried out to ensure the safest levels of staff recruitment.