



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

RECRUITMENT/SELECTION AND INTERVIEW POLICY

Purpose

It is important to ensure that, for each position in our organisation, we have a clear description of the tasks that need to be done, and the competencies required to do them and to then employ the people best suited to undertake the work. We also need to ensure that we meet all legal requirements of employers and our obligations under our funding agreements during the recruitment process for employees.

Clear policies and procedures covering recruitment and selection assist us to manage the process in the best interests of our organisation as an employer, the people who work for our organisation and, ultimately, our clients.

Policy Statement – Our Commitment

Barnfields Extra is committed to recruiting employees who are suitably qualified and experienced and who have the competence and appropriate qualities to undertake their role within our organisation. We are an Equal Opportunities employer and embrace diversity. We also offer a guaranteed interview scheme for disabled applicants who meet our minimum selection criteria. Our recruitment and selection procedures will be in accordance with employment legislation and our contractual obligations.

With regard to recruitment, each time we have a job vacancy we will:

- advertise in local newspapers and on the Staffordshire County Council Website;
- request the applicant to have the appropriate qualifications for the post advertised, provide the names of two referees and their work history;
- ensure that each application will be examined by the six members of the Board with a view to an appropriate number of candidates being chosen for interview;
- ensure that each applicant meets the criteria for the post advertised;
- convene a panel consisting of at least three members of the Board to undertake the interviews;
- applicants to provide the necessary documents required to apply for DBS clearance;
- and only confirm the appointment on the receipt of a satisfactory DBS and suitable references.

With regard to selection, this document will help ensure consistency and fairness in the assessment of application forms and application content. There will be two stages in the selection process:

- a personal statement/CV/application form and
- a competence based interview.

The applicant is required to score the minimum level or above at application to proceed to interview. The applicant's interview score only will dictate whether they will be offered a post.

The Sifting Procedure

Barnfields Extra will arrange a sifting panel for the post. The panel will be graded appropriately for various applications and where possible the panel will be made up of a cross section of people, taking account of their gender, ethnic origin, disability, nationality and identification. The chair of the sifting panel will be responsible for ensuring that the sift process is adhered to.

The sifting panel will be required to assess the evidence given by applicants to establish whether it meets the criteria for the relevant grade.

To proceed through to the interview stage all applicants must meet the minimum criteria for each skill/competency; any candidates who do not meet the minimum criteria will be sifted out at this stage.

Candidates Applying under the Disability Symbol

Candidates claiming an interview under the disability symbol/guaranteed interview scheme will be invited for interview if they meet the minimum criteria for each skill/competency regardless of their total mark.

Equal Opportunities

When undertaking a recruitment exercise, including the sifting of applications, **Barnfields Extra's** Equal Opportunities policy will be observed. Care will be taken not to apply bias (covert or overt) which may affect the decisions made by the panel. Members of the panel must also declare any pre-existing relationships with the candidate(s) and this must be noted on the sift paperwork for information and audit purposes.

Interview Procedure

Candidates will be invited to attend for interview at Barnfields Primary School in thirty minute slots.

Candidates will be interviewed by a minimum of three Board Members. Where possible the candidates will be advised of the panel members in advance.

A score sheet will be devised listing all the qualifications and competencies required for the post.

Each Board Member will score each candidate individually based on the evidence provided at the interview.

A list of questions will be agreed and each Board Member will be provided with the set questions to ask the candidates.

The candidates will be asked to remain at the interview location and the decision will be made on the day.

If it is not possible to interview all the candidates on the same day then the successful person will be telephoned and offered the post. If the offer is declined the post will be offered to the candidate in the second position – but only if the Board Members feel this person is appropriate. If the Board feels that none of the candidates are suitable, or, in the event of the preferred candidate declining the offer, then the post will be re-advertised.

The offer will be confirmed in writing and the candidate requested to formally accept in writing. The offer will be on condition of all qualifications being confirmed, a clear DBS and suitable references.

Records

Each employee will have a personal file which will be kept secure and private in the Company Office based at 26 Sunningdale Drive, Stafford, ST16 3XL.

This policy will be reviewed annually at the first Board meeting of the year.