

RECRUITMENT POLICY

Last Updated: 14/04/2019

Objective:

The aim of recruitment is to attract potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the work of SES.

Making a Choice:

Recruitment involves the element of choice. This applies equally to both SES and the applicants. Whilst the SES is seeking to attract applicants of the right calibre and aptitude, applicants are considering whether SES and the post for which they are applying will meet their own personal and professional ambitions and aspirations.

The aim is to provide applicants with comprehensive information about the post, the qualifications and experience required, SES and terms of employment so that they can make an informed choice about whether SES is the place they want to work. At interview applicants will, where appropriate, be given the opportunity to meet their potential working colleagues and given a tour of the SES building.

Equal Opportunities:

SES is committed to equal opportunities and the recruitment and selection process is an important part of the SES's efforts to achieve this. The process is comprehensive and rigorous to ensure that all applicants receive fair, equitable and objective treatment. The process aims to ensure that the person who best meets the person specification is appointed without discrimination on the grounds of race, sexual orientation, colour, nationality, ethnic or national origin, disability, gender, age, marital status or religion.

Recruitment Approval Process:

Different levels of approval are required the recruitment decisions:

1. Any full time staff recruitment shall be approved by board of trustees
2. Part time staff recruitment shall be approved by the General Manager
3. Any volunteer staff recruitment shall be approved by the branch managers

4. All recruitment activities shall follow SES recruitment and child protection policies.

Process of Recruitment:

1. Once additional staff requirement is identified, recruiting manager creates role description and terms and conditions of the role and seeks approval for the recruitment according to the "Recruitment Approval Process" outlined above.
2. Once the post is approved, then recruiting manager advertises the role mainly in below channels:
 - a. Job is advertised on our local boards at each branch building and updated on our web site.
 - b. All staff and members are made aware about the role to find any potential candidate within the community we serve.
 - c. If budget is available, job may be advertised in local newspaper.
3. Following checks are made on applicants who seek appointment to positions where appropriate:
 - a. Identity Checked
 - b. Academic Qualifications
 - c. Previous Employment History
 - d. Criminal Record Check (Enhanced)
 - e. Interviewed Face To Face By Trained Consultants
 - f. Right to work in the UK

None of the applicants would be employed until these checks have been proved positive.

4. Shortlisted applicants will be invited to an interview with the recruiting manager and one senior staff to discuss the role description, terms and conditions and specification of relevant experience etc.
5. If the prospective applicant is deemed to be unsuitable for the opportunity, they will be offered a 'debrief' when reasons for the decision will be explained to them.

If the applicant is deemed to be suitable, they will be asked to sign “SES Contract” and provide evidence on the checks specified above. Recruiting manager saves relevant documentation to following online folder:

“OneDrive - Spring Educational Society (SES)\SES\Staff\”

6. For full time permanent staff recruitment, a final approval is required from board of trustees before job offer is made to the applicant.