



<b>PROCEDURE FOR APPOINTING STAFF</b>	
<b>Reviewed by:</b>	<b>Lynne Solly – PA to Headmaster</b>
<b>Review Date:</b>	<b>September 2021</b>
<b>Next Review due:</b>	<b>September 2022</b>

## Procedure for Appointing Staff

### Recruitment procedure

- A vacancy is identified and a new position is justified.
- A draft job description is drawn up by the Headmaster and relevant staff are consulted to confirm this.
- A plan is drawn up by the Marketing Manager in consultation with the Headmaster to market the role. Relevant working and designs are produced for the specific media involved taking account of an advert as devised by the Marketing Manager in consultation with the Headmaster and the PA to Headmaster. This will take account of timescales, HR regulations, application deadlines, interviews and appointment date.
- A decision will be taken by the Headmaster as to whether a Governor should be invited to assist on the interview panel. Typically this would only be for senior positions (such as a Head of Department, Head of Section and for a Deputy Head role).
- Adverts will be placed via our own social media and in the relevant Press: for senior positions we would normally use the National Press (such as the *TES*) and for assistant teacher and non-teaching posts we would normally use the Local Press (such as the *A&T*).
- All vacancies will be posted on the School website.
- Interviews will usually take place two or three weeks following the placement of the advert. There will be a closing date for applications.
- Teaching positions normally include a taught lesson, a tour of the School and meetings with other staff and, possibly, pupils as part of the interview process.
- An appointment will then be made within three days of a final interview (unless the post is not able to be filled).
- A formal appointment letter will follow with the legal requirements needed ahead of a confirmation.

Please refer to the Recruitment Selection and Disclosure Policy for detailed information.

Lynne Solly  
PA to Headmaster

September 2021