



PROCEDURE FOR APPOINTING STAFF	
Reviewed by:	Rebecca Munro - Bursar
Review Date:	September 2025
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## Procedure for Appointing Staff

### Recruitment Procedure

- A vacancy is identified, and/or a new position is justified.
- A draft job description is drawn up by the Headmaster and Bursar, and relevant staff are consulted to confirm this.
- A plan is drawn up by the Marketing Team, in consultation with the Headmaster, to market the role. Relevant working and designs are produced for the specific media involved, as devised by the Marketing Manager in consultation with the Headmaster and the HR Manager/Head's PA. These will take account of timescales, HR regulations, application deadlines, interviews and appointment date.
- Roles are advertised on our website and via the TES online service (where applicable), and on social media. All advertisements are approved by the Headmaster.
- Internal vacancies will be added to Daily Notices which is emailed out to all staff.
- 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 Deputy Head role.
- Interviews will usually take place two or three weeks following the advertisement. There will be a closing date for applications. The School retains the right to interview and appoint at any time during the application process.
- Teaching positions normally include a taught lesson (which will be observed), a pupil panel, meetings with other staff, including an interview with the Headmaster and a tour of the School, as part of the interview process.
- An appointment will then normally 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 for the appointment to proceed.

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

Rebecca Munro  
Bursar  
September 2025

Policy Log:  
September 2021 / 2022 updated  
September 2023 / 2024 reviewed