

Maple Medical PRU - Staff Appointments

- All appointments will be carried out in accordance with the Safer Recruitment regulations and at least one member of any appointment panel will have successfully completed the Safer Recruitment training.
- Head teacher and assistant head teacher appointments will involve the whole management committee at some stage where this is possible. The final decision will be ratified by the management committee.
- Appointments for TLR and senior administration staff on grade 6 or above posts should have at least one management committee member as well as the head teacher or her representative on the panel, with a quorum of two
- It is desirable that all other appointments involve at least one management committee member as well as the head teacher or her representative. However, where it is not possible for a management committee member to attend the head teacher may make an appointment on her own.
- Any vacancy arising will be considered in terms of the agreed staffing structure of the school. The head teacher may make temporary appointments in addition to the agreed staffing structure, where this is necessary to provide continuity and stability for students.
- Newly created posts will be agreed through the Finance and Staffing committee within the context of the staffing structure and a relevant job description and person specification will be produced.
- Every permanent post and every temporary post of duration of more than two terms will be advertised openly, either within the school for an internal post, and/or in the local and/or national press and/or on the LA website.
- Those involved in the interview must also have been involved in the shortlisting procedure wherever possible.
- Once a shortlist has been agreed, candidates will be invited for interview and references will be requested.
- When invited for interview candidates will be given the opportunity to visit the school prior to the date of the interview.
- The format of the formal interview will be determined on the day of the shortlisting.
- During the formal interview candidates will be asked questions based on the job description and person specification. All candidates should be asked the same core questions, with supplementary questions, where necessary.
- When agreement to appoint has been reached, the chosen candidate will be offered the post on condition that all health checks and the DBS check are satisfactory.

- All candidates who attend for interview will be offered feedback after the interview, whether they are successful or not, in order to assist them in preparation for any future interviews.

Date of Policy - March 2018

Review Date - March 2020

Signed

Head of Centre.....

Chair of Management Committee.....