



RECRUITMENT PROCEDURES POLICY FOR CANDIDATES

Purpose:

Flourish Education Limited are committed to fair and transparent recruitment of candidates and the purpose of this recruitment policy is to ensure a professional and consistent approach to recruitment, adherence to the Equality and Diversity Policy and relevant employment legislation. Safeguarding is at the forefront of our recruitment process to ensure we register and supply the best candidates for the role. This Policy is for the purpose of candidates.

Candidates are recruited on the basis of their ability, experience and qualifications. Flourish Education Limited is committed to continuously improve our performance as an agency. To do this, we must recruit from the biggest selection of candidates we can. Flourish Education Limited aims to recruit people with diverse backgrounds, skills and abilities who will enhance our service.

Flourish Education Limited is an educational recruitment business and have a high demand for recruitment.

Identification of a recruitment need:

If a school vacancy becomes available, this is recruited for immediately.

Responsibilities:

Both the consultants and compliance team are responsible for recruitment choices. Choices are made on the basis of location, qualifications, experience, and industry and vacancies needs.

Advertisement:

Flourish Education Limited advertise over several platforms to ensure that the opportunity is given to as many candidates as possible. These platforms include third party websites, Flourish Education Limited own website, and LinkedIn.

Applications and Short Listing:

Flourish Education will always ask for an application form to be completed for an application for a vacancy. A CV can be used in conjunction with but will never be used as a replacement for an application form.

Candidates applications must be treated confidentially and ensure they are assessed consistently against the criteria. The panel is also responsible for recording the reasons why candidates are shortlisted or not shortlisted.

A Flourish Application form will need to be completed before interview and registration via the website.

Interviews and selections:

Flourish Education Limited have a stringent interview process which is used to ensure candidates who are recruited are suitable for the role. A Face to face (in person where possible or via video call) interview must be conducted and the following documents must be obtained.

What is required from a candidate?

Registering a candidate:

- Right to work in the UK (IDVT check if applicable or seen in person)
- 2 Proofs of address
- Photo ID
- Proof of NI
- Enhanced Paid for DBS for child workforce
- Full employment history timeline with all gaps accounted for
- A minimum of 2 years' worth of references (including the last employer reference)
- Qualifications (including QTS certificate and degree)
- Overseas Police check (if applicable)
- Safeguarding certificate Level 1
- Prevent certificate
- FGM certificate
- Proof of name change
- Face to face interview*

Post Covid-19 all checks remain in place, video calls will be completed where face to face registrations cannot take place- all right to work documents will be checked either in a digital format or in person

Checks Conducted on Candidates

- TRN Check or Prohibition check
- DBS check which includes a barred check
- QTLS check
- Online Search

Becoming Compliant to work:

- Obtaining all the above information from a candidate
- Receipt of satisfactory references
- Clear checks

Equal Opportunities:

Throughout the whole recruitment process, it is vital to avoid discrimination as this can give rise to a claim for unlimited damages before an employment tribunal. Under employment law an employer must not discriminate on the protected characteristics of age, gender, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act). Flourish Education Limited will also not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment. Please refer to the Equality and Diversity Policy for an explanation of the various types of discrimination.

Other Policies to use with this one:

- Equal Opportunities Policy