



Recruitment Policy

Roles & Responsibilities

The Senior Management Team is responsible for the recruitment of staff in conjunction with the Personnel department. A Senior Manager wishing to recruit a member of staff must first obtain approval from the Principal. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted. If, however, the Senior Manager wishes to upgrade a post, or create a new post, justification for this must be presented. The College aims at all times to recruit solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level relevant to each job.

Advertising vacancies

The Senior Management Team will decide whether a vacancy should be advertised internally or externally. It is Godalming College's policy that all vacancies (Internal & External) will be posted on the Principal's notice-board and emailed to all staff. Existing employees are encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

When the job is to be advertised, the proposed advertisement must be submitted to the Personnel Department. Senior Managers should also consider, and discuss with the Personnel department whether it is appropriate to post the vacancy in a jobcentre or place it with an approved employment agency. All external vacancies will be advertised on the College website.

Documents required for recruitment process

Before embarking on the process of recruitment, the Senior Manager responsible must ensure there is an up-to-date job description and person specification for the post. The job description will describe the duties, responsibilities and level of seniority associated with the post, whilst the person specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Equal Opportunities within the Recruitment Process

The College is committed to applying the principles of equal opportunities at all stages of recruitment and selection. Candidates will not receive less favourable treatment due to age, disability, gender, sexual orientation, gender reassignment, marital / civil partnership status, pregnancy and maternity, race, religion or belief, or trade union membership.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. Furthermore, the College is committed to the 'Two Ticks' scheme where all disabled applicants who meet the minimum requirements of the job as set out in the job description and person specification will be guaranteed an interview.

A record of every assessment stage in the recruitment process must be made and passed to the Personnel department where it will be retained for 6 months.

Interviews

Those conducting recruitment interviews will ensure that the questions asked of job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.

Pre-employment checks

Offers of employment for successful candidates will be conditional on the following checks:

- Satisfactory Pre-employment Health Check *
- Satisfactory clearance from the Disclosure & Barring Service (DBS)*
- Two written references *
- Documentary proof of qualifications listed as essential in the job description/person specification
- Confirmation of identity and right to work in the UK

* Requirements for these checks for Casual / Temporary employment will be decided on a case-by-case basis.

Accepted by the Corporation July 2014