



Recruitment Policy

Date Created: August 2017

Last Review Date: September 2020

INTRODUCTION

Our recruitment policy aims to:

- Ensure that the best possible staff is recruited on the basis of their merits and suitability for the job.
- Ensure fairness and equality in the recruitment process and avoid discrimination against applicants on the basis of race, nationality, ethnic origin, marital status, age or disability.
- Make sure the school actively promotes the safety and welfare of children by carrying out the necessary checks.

RECRUITMENT POLICY

a. Recruitment Process

The policy for recruitment is:

- Vacancies will be advertised online and in print media by the recruitment agency.
- Interested applicants submit an up-to-date CV to the recruitment agency which conducts the initial interview.
- Applicants who successfully complete the first stage of the interview will attend a formal interview at the school with the school management and a representative from the recruitment agency. The interview includes a written test and oral interview.
- If the interview is successful, an offer of employment will be made.
- Formalisation of employment is dependent upon the following:
 - Mutual agreement of start date and signing of contract by both parties.
 - Verification of applicant's identity.
 - Receipt of two satisfactory references.
 - Confirmation of qualifications.
 - Police clearance.
 - Verification of medical fitness.
 - Verification of right to work in Nigeria.

b. Reference Checks

- An offer of employment is subject to the receipt of a minimum of two references which must include the current or most recent employment.
- If current/most recent employment did not include work with children the second reference should be from employment where the applicant worked with children.
- Neither referee should be related to or a friend of the applicant.
- All referees will be asked whether the applicant is suitable to work with children.
- The school will only accept references directly from the referee and will not accept open references or testimonials or those provided by the applicant.

c. Probation Period

- An induction will be conducted for all new employees including information on safeguarding children and job-related information.
- New employees will be subject to a probationary period of a minimum of six months before employment is confirmed.
- The school will verify medical fitness of all employees before employment is confirmed.

CONTRACTORS/AGENCY STAFF

Contractors engaged by the school must complete the same checks for employees that the school is required to complete for its staff. The school requires confirmation that these checks have been completed before contractors begin work at the school.

RETENTION OF PERSONAL & SECURITY INFORMATION

The school will store police clearance information and other confidential documents in locked, non-portable storage containers only accessible by Senior Management Team members. Such information shall not be photocopied without permission of the individual concerned and shall be destroyed by secure means such as shredding.

Unsuccessful applications

Documentation will be confidentially destroyed after six months.

Employee information

Documentation will be retained for the duration of the employee's service and for twelve months afterwards.

MONITORING AND EVALUATION

The School Management will regularly evaluate the effectiveness of this policy and review it annually.