

**DIOCESE OF EVO
EDUCATION BOARD:**

STAFF RECRUITMENT POLICIES AND PROCEDURES

1.0. RECRUITMENT AND SELECTION POLICY STATEMENT

- i. The Diocese of Evo Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- ii. Our Schools are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing valuable service to customers (parents, pupils/students, etc.)
- iii. A motivated and committed workforce with appropriate knowledge, skills, experience, values and ability to do the job is critical to our school's performances and fundamental to the delivery of a high quality service.
- iv. This policy applies to all Diocese of Evo Schools and those responsible for and involved in recruitment and selection of all staff.

2.0. PURPOSE

- i. To ensure that the recruitment of all staff is conducted in a fair and effective manner.
- ii. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.
- iii. To ensure a consistent and equitable approach to the appointment of all school staff.
- iv. To ensure all relevant equal opportunities are adhered to and that applicants are not discriminated against.
- v. To ensure the most cost effective use is made of resources in the recruitment and selection process.

3.0. PRINCIPLES

- i. The Diocese of Evo Schools is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- ii. The job description will be made known to all applicants.

iii. Employees will be recruited based on the knowledge, experience and skills needed for the job.

iv. Under no circumstance shall a person who scores below 60% during the interview process be employed by our schools.

v. Selection will be carried out by a panel which should consist of the Principals or Vice Principal of the affected school, one or two experts in the relevant field and representative(s) of the HR committee of the Education Board (not less than three persons in all).

vi. Selection will be based on a minimum of completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve practical teaching.

vii. Posts will normally be advertised as a minimum - (i) on the Diocese of Evo and all her schools websites, (ii) in all our churches within the Diocese of Evo and closer sister Dioceses, (iii) on social networking sites (specifically the Facebook pages of our three Diocesan Schools and any other).

viii. Candidates will be sourced from applications previously obtained or new ones, or those interviewed with good scores but not selected.

Persons who have been interviewed before will be contacted to indicate if they are still available.

ix. Any deviations from these Policy and Procedures Guidelines must have formal Education Board approval.

x. Recruitment and selection procedures will be reviewed on a regular basis.

4.0. THE RECRUITMENT PROCEDURE

4.1 Staff recruitment request

The schools at the end of each academic year will do a manpower analysis or forecast to capture existing or future needs that may arise through, transfers, promotions and possible retirements. This will enable them properly capture their manpower need for the coming year.

The Principal will write to the Board through the Chairman to request additional or replacement staff after proper manpower analysis has been done or when any vacancy exist that must be filled before the end of the academic year.

In exceptional cases where a staff resigns, is dismissed or any other issue creates a critical vacancy, the principal will immediately inform the Chairman for recruitment.

In such cases the Board Chairman will be required to carry out the following:

- i. Seek to understand the reason behind the request*

- ii. Ascertain that the post is actually necessary for the school to continue to deliver the educational and student care services required*
- iii. Be confident that the post cannot be filled by rearranging existing staff, where such a rearrangement does not cause undue strain to any student or member of staff*
- iv. Identify whether the potential post already has*
 - a. a suitable salary*
 - b. whether new funding is required in its entirety or*
 - c. an existing salary may need “topping up”.*
- v. Approve a temporary engagement of a person to fill the vacancy.*

4.2 Job description, Person Specification and Advertisement

The Chairman on being satisfied that a post is required will request that a suitable job description, person specification and advert needs be drawn up by the Principal.

The job description, person specification and advert will be compiled and sent out to suitable publications and/or through other channels.

The description will also ensure that all applicants are aware of:

- i. The Christian nature of the school*
- ii. The responsibilities/requirements of the role*
- iii. Indication of hours/days required.*

4.3 Application Form

A standard application form will be used to obtain a common set of core data from all applicants. The form will also contain additional information necessary to check prospective candidates: these may include self-disclosure declaration and a health declaration. These are sent on request from any potential candidate or collected at the school (free of charge).

4.4 Shortlisting

Responses will be sifted and applicants will be short-listed strictly based on the requirements of the job advertised and copies of C.V. distributed to the panellists with the assessment sheets before the interview.

Only short-listed candidates will be invited for interview.

4.5 Interviews

The interview will assess the merits of each candidate for the post and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. Questions on Christian faith and safeguarding of children/facilities will be asked during the interview (alongside other questions).

A minimum of three interviewers will form the interviewing panel and one of these will be a Principal or Vice Principal of the school where the vacancy exists.

The members of the panel will:

- i. Discuss before the interview to reach a consensus about the required standard for the vacant job and to consider the issues to be explored with each candidate and who on the panel will ask about each of those.*
- ii. Make recommendations about appointments.*

Where a candidate is known personally to a member of the selection panel this will be declared before interview takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- a. The candidate's faith in the Lord Jesus Christ;*
- b. His/her attitude toward children and young people;*
- c. His/her ability to support the school's agenda for safeguarding and promoting the welfare of children;*
- d. Gaps in the candidate's employment history using the curriculum vitae;*
- e. Concerns or discrepancies arising from the information provided by the candidate and/or a referee.*
- f. Candidates ID and proof of qualifications if applicable.*

It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before she/he starts work.

4.6 Education Board Ratification

The Interview results will be sent to the Education Board for ratification prior to an offer being made to the candidate. In an urgent situation, the Chairman of the Board can give approval. Such approval will be formalised at the next Board sitting, or through email communication with Board members. Offers of Employment should not be made until the Board (or the Board Chairman) has endorsed the recommendation.

In the case of Diocesan positions, the consent of the Lord Bishop will also be sought

4.7 Conditional Offer of Appointment

A conditional offer of employment will be made to the successful candidate and a start date is confirmed.

Unsuccessful candidates will be informed by the Board's Admin Officer of the outcome of their application.

4.8 Pre-Appointment Checks

An offer of appointment to the successful candidate will be conditional upon the following:

- i. Verification of the candidate's identity using photographic ID and proof of address*
- ii. Verification of the candidate's mental and physical fitness to carry out their role*
- iii. The receipt of at least two satisfactory references*
- iv. Verification of qualifications where applicable.*
- v. Successful outcome of a Medical Test to be conducted at the Diocese's Bishop Elenwo Memorial Hospital (BEMH).*

All checks will be:

- i. Documented (dated and initialled) and retained on the personnel file*
- ii. Recorded in the school's central record database*
- iii. Followed up by necessary investigations where there are discrepancies in the information provided.*

4.9 Post Appointment Orientation and Probation

There will be an orientation programme for all staff.

An orientation pack will be issued containing our Staff Code of Conduct and any other unburden material.

There will be a probationary period of six months where the school management will observe and then arrange a review meeting with the new staff member to discuss the role and any concerns.

The probationary period will also allow the school to come to a formal decision as to whether or not to continue their employment as well as the new staff to withdraw from the role should they wish to do so.

4.10 Single Central Register

All personnel will have their details entered on the School Central Register.

5.0 ROLES AND RESPONSIBILITIES.

i. The HR Committee of the Education Board and the School Principals are responsible to ensure that all cases of recruitment of staff follow this Policy and Procedures Guidelines.

ii. For junior non academic staff such as security, driver, gardener, cleaner, minder, cook, etc., the Principals are free to conduct interviews within their schools and may seek the assistance of any member of the board whom they feel could be of help professionally in conducting such recruitment exercise.

6.0 AMENDMENT OF POLICY

This Policy and Procedures Guidelines may be amended from time to time by the Education Board, so as to stay abreast with the reality at the time, and the Vision and Mission of the Diocese, Education Board and the Schools, and operational requirements of the Schools.

Signed:

Chairman, Evo Education Board -

Name:.....

Signature:.....

Date:.....

Secretary, Evo Education Board -

Name:.....

Signature:.....

Date:.....

**Performance Improvement Coordinator,
Evo Education Board -**

Name:.....

Signature:.....

Date: