



POLICIES & PROCEDURES

Recruitment, Selection, Induction and Eligibility Policy

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RECRUITMENT, SELECTION, INDUCTION AND ELIGIBILITY POLICY

INTRODUCTION

Oxford Energy Academy will follow all UK statutory regulations and European Law regarding the recruitment of staff, specifically ensuring it follows current Employment Law, Equality Act 2010, Data Protection Act 1998, advice on good practice from the Equality and Human Rights Commission, and compliance with UK Immigration legislation.

It is the responsibility of the Directors and those involved in recruitment and/or interviewing, to ensure that this policy is carefully followed, at all times. All staff should be made aware of the obligation to familiarise themselves with and follow the requirements of this policy.

APPOINTMENTS

To ensure and assist Oxford Energy Academy to select the best candidate for a vacancy the following must be adhered to:

- Appointments must be based on merit.
- Our principles include fairness, credibility and a commitment to equal employment opportunity underpins recruitment and selection at Oxford Energy Academy
- All appointments must be made in accordance with this policy and must, therefore, be subject to appropriate advertisement and interview. Requests to waive the requirement to advertise for an appointment in exceptional circumstances may be approved only by the Directors.
- All documentation relating to the advertisement, process and decision must be kept in accordance with the requirements for data protection, confidentiality and security for a minimum of five years.
- When employing temporary, interim, part time or casual staff on a short-term contract the principles of good practice outlined in this policy must still be followed.
- Financial approval from the Directors, for the establishment of a new post or the filling of a vacancy, must be obtained before recruitment commences.
- The occurrence of a vacancy is an opportunity to review the necessity for the post and its duties, responsibilities, and grade and this should be undertaken by the Directors.
- When a vacancy arises, consideration must be given to any staff undergoing redundancy for whom redeployment is being sought.
- When making appointments to posts that include a management responsibility; consideration must also be given to the competency expectations and leadership qualities.

- All documentation including the advertisement and job description, will be written in plain, effective English that is readily understandable to potential applicants and uses inclusive language.

JOB DESCRIPTION

The job description and the person specification are key documents in the recruitment process and must be finalised prior to taking any other steps in the process. The job description will include:

- the job title (which must be sex and age neutral)
- the location of the job
- grade of the post
- a clear description of the accountabilities of the post
- the post to whom the post holder is responsible and/or managed by
- any staff reporting to the post holder or being managed by them.
- main purpose of the job
- main duties and responsibilities
- any special working conditions including unsocial or shift working patterns.
- the requirement to obtain health clearance from an NHS Trust.
- the requirement for a current DBS
- an indication that, as duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.
- a statement that the post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Directors.
- a commitment to actively follow all Oxford Energy Academies policies, including Equal Opportunities, Safeguarding and Health & Safety Regulations

PERSON SPECIFICATION

The person specification informs the selection decision and must match up to the job description and will include the skills, experience, abilities, competencies, and expertise that are required to do the job. It will include:

- knowledge including necessary qualifications or equivalents - only qualifications strictly needed to do the job should be specified)
- skills and abilities
- the type of experience required of applicants should be specified – quality of experience and duration may be combined.
- aptitudes – the person specification criteria will differentiate between essential criteria are those without which an appointee would be unable to adequately perform the job. Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period.
- Required abilities should be expressed in terms of the standards required, not just in terms of the task to be undertaken.

- any physical requirement must be stated in terms of the job that needs to be done (e.g. driving may be a requirement)

VACANCIES

The Directors will decide where the vacancy will be advertised – it needs to be accessible, affordable, and meet Equality of Opportunity requirements and be advertised as widely as possible. Where head-hunting organisations are used for very senior or specialist positions, a requirement to seek out suitable female and ethnic minority candidates for consideration must be incorporated in to the brief.

The advertisement will be written from the job description and person specification and should contain the following points:

- Oxford Energy Academy name and logo
- title of vacancy
- is the vacancy permanent, temporary, fixed term, full time, or part time.
- salary range and starting salary.
- brief details of the job
- key details of the person specification
- the necessity of a DBS check
- how to access further particulars of the vacancy
- closing date for applications; sufficient time should be allowed.
- where known, date of interview and location.
- a statement reflecting Oxford Energy Academy's commitment to Equality of Opportunity is automatically included in all recruitment advertisements.

PURPOSE

The purpose of advertising a post is to attract the widest range of high calibre applicants possible and therefore the further particulars sent to or accessed by applicants must give a clear picture of the post and its demands and of Oxford Energy Academy as an employer. Applicant Information Packs (which may be web-based with links) should include:

- job description and person specification
- the main terms and conditions of employment including holiday and pension arrangements, working hours, call-out or shift patterns arrangements if appropriate etc.
- information about Oxford Energy Academy
- the Equal Opportunity Policy statement
- guidelines about completing the application form, whether a CV is required, and a Letter of Application and the number of referees required.
- if it is the intention to seek references before or after interview
- a statement explaining that only candidates who are shortlisted will be contacted by a given date.

- the requirement for applicants to disclose unspent/spent criminal convictions.
- an indication of the need for a DBS and proof of right to work.
- where requested and reasonable, documentation should be translated into alternative formats.

PROCESSING APPLICATIONS AND APPOINTMENT PROCESSES

Records

Records will be kept of all stages of the appointments process.

- The original applications for all applicants, together with a written note of reasons for shortlisting or rejecting applicants must be retained for a minimum of 12 months from the date that an appointment decision is notified, in case of complaint to an Employment Tribunal.
- All applications will be considered against the job description and person specification. It is unlawful to imply applicants from one specific group is preferable to another.
- Longlisting and shortlisting (if required) must be undertaken against the criteria and only the agreed criteria. Shortlisting decisions should be based on evidence that the applicant has met the requirements of the person specification.

References

- Usually references should only be taken up once a preferred candidate is selected to confirm the selection, however where they are collected prior to the Interview, candidates must be informed.
- References seek precise information and confirm facts and are completed on a Oxford Energy Academy standard referee Proforma
- Telephone references should be avoided if possible but, where time pressure or the location of referees dictate that this may be appropriate, recruiters should ensure that they are certain as to the identity of the person to whom they are speaking, plan the conversation beforehand and ensure a file note is made at the time of the telephone conversation and written confirmation should always be requested.

Interviews

- Those applicants called for Interview will be informed with ample time to prepare for Interview (a minimum of 78 hours) and will be given the format of the Interview Process in the letter inviting them to interview, including any presentations required.
- All questions, tasks and presentations must be asked in a neutral way.
- The Interview Panel must consist of a minimum of 2 and be appropriate and qualified interviewers.
- All members of the Interview Panel should undergo appropriate training in good interview technique.
- The Lead Interviewer will manage the process to ensure Equality of Opportunity.

- The questions asked may only be related to the job description and person specification and must be presented in the same way.
- If there is any conflict of interest between a member of the Panel and an applicant, then it must be disclosed.
- The information obtained in the application, interview, and references (if obtained prior to interview) allow candidates to be assessed against the person specification and a selection decision made.
- The Lead Interviewer must ensure that a written note of the reasons for selecting the successful candidate and rejecting others is made and placed on file.
- Offers of employment will be made within 78 hours after the Panel's decision but conditional on completion of all checks including qualifications, DBS, visa clearance or health screening if required and this will be made clear in the appointment letter.
- The appointment letter will include salary, benefits, and holiday entitlements, starting dates and the Induction process.

The confidentiality of applications must be respected by all of those involved in the selection process.