



Policy Title: **Recruitment and Selection**
School Section: **All**
Audience: **Staff**

Reviewed: **Feb 2016**
Reviewer: **SLT**
Revision: **1.1**

International School Seychelles



Recruitment and Selection Policy

You are not born for yourself but for the world



Recruitment and Selection Policy

1. Summary

- 1.1. This Recruitment and Selection Policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

- 2.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2 The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

3. Purpose

- 3.1 To ensure the recruitment of both permanent and fixed-term staff (including volunteers) is conducted in a fair, effective and economic manner.
- 3.2 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.

4. Scope

- 4.1 This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.
- 4.2 Recruitment of staff at ISS shall rest with the Board of Governors as per the Constitution but the Principal is hereby delegated to conduct interviews and appoint all staff below the rank of teachers and middle managers with notification to the Board. Recruitment of teachers and staff of middle management can be interviewed by such panel as may be deemed fit by the Principal but approval of BOG shall be obtained prior to appointment. Appointment of SMT and SLT shall remain with the Board of Governance.

5. Aims and Objectives

- 5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- 5.2 To ensure a consistent and equitable approach to the appointment of all school staff.
- 5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital



status, sexual orientation.

- 5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

6 Principles

6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members.
- For recruitment into senior leadership positions (SLT), the panel will include two BOG representatives.
- Same panel should interview all shortlisted applicants for the same post
- Selection will be based on completed application form, shortlisting and interview.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process.
- All posts have to be advertised.