



RECRUITMENT POLICY

1. Statement of Intent

- The Management of Blessed Perfect Academy is committed to ensuring that the recruitment and selection of all employees will be fair, open, and transparent and will comply with all the relevant legislation.
- Personal information received is dealt with in the strictest confidence.
- Inclusion forms an important aspect of the recruitment of staff within the service. Applicants will not be excluded from being considered based specifically on their need, background, culture, religion, gender, or economic circumstances (as pertaining to the Equality Act 2004).
- Positions will be offered based on competency, qualification, and enthusiasm for the position.

2. Recruitment Procedures

2.1 Job description

Once a vacancy occurs, a detailed job description is prepared before each post is advertised and is available to all applicants. The job description includes:

- Job title
- Location of the position
- Who the employee will report to
- Overall purpose of the job
- Key area of work
- Details of specific duties and responsibilities

2.2 Person Specification

The person specification includes:

- Knowledge
- Skills
- Qualifications
- Experience
- Other attributes required to carry out the job satisfactorily



2.3 Advertising

Posts can be advertised in local newspapers, job markets and websites. All advertisements clearly state that the Blessed Perfect Academy is an equal opportunities employer. All advertisements should include the following:

- Name and role of the organization
- Job title
- Brief description of the job
- Location of the position
- Qualifications and experience which are essential and which are desirable
- Whether the position is full time or part time, temporary or permanent
- How to apply
- How to get further information
- Closing date and time for application

2.4 The application

Candidates must complete the specified documentation and forward it to the relevant authority/party.

All applicants are sent the job description and person specification, together with the application form (if an application form is being used rather than CV's).

Completed application forms will be dated on receipt. To ensure confidentiality, only those nominated to undertake the selection will see the completed application forms.

2.5 Short listing

A short listing/interview panel (selection panel) with a minimum of three people is to set up to review all applications. The short-listing panel and the interview panel will consist of the same people as far as possible and have gender balance.

- The selection panel agrees the selection criteria from the information supplied in the advertisement and the job description and before any applications are examined
- Assessment of applications is based only on the information provided by the applicant
- Applicants who meet the selection criteria are invited to attend an interview
- A complete report of the short-listing process is prepared by the selection panel
- A specific number of applicants (as agreed upon by the panel) are short listed for an interview



2.6 Selection Process

- The position is offered to the candidate with the highest mark on the score sheet, after references have been checked.
- A reference check is always sought from the current or most recent employer. Both referees are contacted verbally by telephone and this is followed up with a written reference.
- The person who comes second and third on the score sheet is held in reserve provided she/he meets the criteria.
- The successful candidate is officially notified in writing having first been contacted by telephone.

2.7 Appointment

The processing of documentation for the successful candidate will be made, whereby the candidate will be required to sign in an employment contract and be issued with an appointment letter. This will now follow with the induction/orientation of the new employee.

ANNEXURE A

Recruitment and selection process	Date completed
1. Vacancy arises - do you need to recruit?	
2. Analyse the job; review the job description and person specification to ensure that they are still relevant and update if necessary.	
3. Agree interview panel and recruitment and selection timetable. Put key dates in diary e.g. closing date, short list, and interview dates.	
4. Decide recruitment method; consider both in-house and external resources. e.g. local newspaper, internet	
5. Place advertisement with selected recruitment channel e.g. local newspaper.	



6. Respond to inquiries and issue information pack(s) – application form, person specification, job description, other information.	
7. Closing date. Collate application forms, CVs and shortlist against person specification. Complete shortlist.	
8. Make arrangements for the interviews (confirm panel, venue, selection methods and interview schedule). Invite the shortlisted candidates and provide them with all relevant information.	
9. Complete interview process (conduct interview and any practical tests).	
10. Assess each candidate against the person specification to reach a decision on who is the best candidate. Complete interview record form.	
11. Make an offer to the successful candidate. You should request references at this point (one reference must be from the current or most recent employer).	
12. Carry out all the necessary checks against the required documents, taking certified photocopies as required. For example: ▪ Copy of identity document ▪ Passport (if foreign national) ▪ Copies of certificates ▪ Copy of work permit (if foreign national) ▪ Police clearance ▪ SACE certificate ▪ SAQA (if foreign national)	



13. Once declarations are checked as positive, and references seen, issue confirmation of employment letter.	
14. Acceptance of offer received.	
15. Contact unsuccessful candidates	
16. Issue new employee with statement of terms and conditions of employment as soon as possible after their start date.	

ANNEXUE B

Title of job.....

Location of Job.....

Company: Provides..... to.....

Job Description: Your main responsibilities will be On a day-to-day basis, you will be expected to To achieve this, you will be working Your work will enable the company to.....

Requirements and Qualifications: You will have completed and will have a minimum of of experience in You will have demonstrated strong skills in

How to Apply: Applications may be submitted by..... no later than..... to:

Company Name

Mailing Address

Telephone Number

Fax Number

E-mail Address

Website Address

Attention



2.7 An induction period is provided for all new employees. Employees are provided with:

- Information on the role of the school/facility
- Information on the roles of other employees
- Terms and conditions of employment
- Details of salary scales
- Staff handbook/Year and Term plan
- Employees are obliged to familiarize themselves with the Policies and Procedures of the school and to sign up to codes of behaviour as set out by the school

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

