

Norwich School

Recruitment Policy



Norwich School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

The aims of the School's Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of merit, ability and suitability for the position;
- qualifications, experience and skills will be assessed at the level that is relevant to the role;
- to ensure there is an up to date job description for the position describing the duties, responsibilities and level of seniority associated with the post, and a clear person specification describing the type of qualifications, training, knowledge, experience, skills and competencies required for the effective performance of the role
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly or victimised on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender re-assignment, pregnancy or maternity, marital or civil partner status, disability or age;
- to ensure compliance with all relevant recommendations and guidance, including the recommendations of the Department for Education in *'Keeping Children Safe in Education' 2016*, and the Code of Practice published by the Disclosure and Barring Service (DBS) and Equality & Human Rights Commission;
- to ensure that the School meets its commitments to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.