



“Nurturing Life-Long Learning”

Recruitment Selection Procedure

1. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
2. Interviews will always be face to face. Telephone interviews may be used at the short-listing stage but will not be a substitute for fact to face interview (which may be via electronic link).
3. Candidates will be required:
 - To provide proof of identity
 - To complete a DBS application using HertsGuard and receive satisfactory clearance
 - Have a satisfactory certificate of good conduct relating to time spent living outside the UK, where applicable
 - To pass a prohibition from teaching check
 - To pass a prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity)
 - To provide actual certificates of professional qualifications, as deemed appropriate by the school
 - To complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
 - To provide proof of their right to work in the United Kingdom
 - To complete a childcare disqualification declaration
 - To explain satisfactorily any gaps in employment
 - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
 - To declare any information that is likely to appear on a DBS check
 - To demonstrate their capacity to safeguard and protect welfare of children and young people
4. Short-list of candidates will be against the person specification for the post.
5. Where possible, references will be taken up before the selection stage, so that any discrepancies can be investigated during the selection stage.
6. References will be sought directly from the referee. References provided by the candidate will not be accepted.
7. Where necessary, referees will be contacted by telephone or by email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
8. Where necessary, previous employers who have not been named a referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
9. Referees will always be asked specific questions about:
 - The candidate’s suitability for working with children and young people
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding or children
 - The candidate’s suitability for the post.