

## Potterspury Lodge School

# Recruitment and Selection Policy

### Policy version control

Policy type	Cambian Potterspury Lodge School
PLS site	J Amps
Release date	August 2025
Revision date	August 2026

## Group – Recruitment and Selection Policy

### Contents

1 Introduction .....	1
2 Policy Statement .....	1
3 Line Manager Responsibilities .....	2
4 Assessment Criteria .....	2
5 Job descriptions and employee specifications .....	2
6 Advertisement of vacancies .....	2
7 Equality, diversity and inclusion .....	3
8 Interviews .....	3
9 Pre – employment health screening .....	3
10 References to cover previous employment .....	4
11 Right to work checks .....	4
12 Disclosure Barring Service & associated checks .....	4
13 Criminal Records check for overseas applicants .....	5
14 Statutory requirements for UK Employers when carrying out checks on prospective applicants who have spent time abroad. ....	5
15 Data Protection .....	5

### 1 Introduction

This policy sets out our Group approach to the recruitment process. It specifies our standard framework, and outlines our general recruitment methods, practices and minimum requirements.

### 2 Policy Statement

The CareTech Group will adhere to a safe and fair recruitment process at all times. The processes will ensure that all staff and volunteers hired are suitable to work with the people we care for across each division. This is a vital part of creating a safe and positive environment for cared for individuals.

To identify specific divisional process, you should refer to the appropriate Managers guide;

- Managers Recruitment Guide – Adults & Specialists Services
- Managers Recruitment Guide – Children’s Services
- Managers Recruitment Guide – Children’s Services, Education

### **3 Line Manager Responsibilities**

Line managers are responsible for recruitment in conjunction with the resourcing team. A line manager who wishes to recruit someone, must first obtain approval from the agreed and appropriate level of manager. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically however, the line manager will still need to seek approval.

If the line manager wishes to upgrade a role, or create a new role, they must provide a Business Case with justification, focusing on organisational needs.

### **4 Assessment Criteria**

We always aim to recruit the person who is most suited to each particular job. We recruit solely on the basis of the candidates’ abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level that is relevant to the job.

### **5 Job descriptions and employee specifications**

Before initiating the recruitment process, the responsible line manager must ensure that there is an up-to-date job description for the role and a clear employee specification. The job description will describe the duties, responsibilities, level of seniority associated with the role while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes, competencies and personal qualities required for effective performance of the job.

### **6 Advertisement of vacancies**

It is our policy that all vacancies will be advertised via our Applicant Tracking System (ATS). Line managers should encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills. 3 For jobs we intend to advertise externally, the resourcing team will create the advertisement. Line managers should consider and discuss with the resourcing team whether it is appropriate or not to advertise the vacancy elsewhere, for example external job boards, social media platforms, or through an approved employment agency.

## 7 Equality, diversity and inclusion

We are committed to applying our equality, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments. Line managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview, adapting psychometric tests, replacing psychometric tests with an alternative option, providing an alternative to a telephone interview for a deaf candidate or providing a suitable chair for an interview with a candidate suffering from back problems etc.

The resourcing team is always available to provide guidance on reasonable adjustments.

## 8 Interviews

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

Line managers must make a record of every recruitment interview using the interview assessment form and forward both sets of scored and signed interview notes to the resourcing team, to be retained for a suitable period of time. To ensure fairness, the line manager should ensure that questions asked are consistent in all interviews for a particular job. On no account should any job offer be made during or at the end of an interview.

In some cases, we will hold interviews remotely via telephone/online video call/online with pre-recorded questions. Video interviews are usually carried out using Microsoft Teams. The responsible line manager should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

## 9 Pre – employment health screening

We ask that all successful applicants complete a pre-employment health declaration. Where it is appropriate to conduct further Occupational Health checks, to ensure suitability for the role, any

offer of employment will be conditional on the result of this medical consultation meeting the specific requirements for the role.

We never ask applicants to complete a health questionnaire or undergo a medical examination prior to making them a conditional or unconditional job offer.

## 10 References to cover previous employment

Please refer to the appropriate Managers Recruitment Guide for your division as per section 2, to ensure that you have the correct requirements which may vary.

For the majority of other roles such as support services, we ask every successful candidate to give their consent for us to obtain a minimum of two written references and to provide us with documentary proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory.

## 11 Right to work checks

We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office prove your right to work to an employer online service. Further information can be found [here](#); guidance on right to work checks (Home Office, 2021a)

The requirement to provide evidence of the right to work in the UK applies to all new applicants **regardless of their race, nationality or ethnic or national origins.**

## 12 Disclosure Barring Service & associated checks

All roles within Social Care will require a check from the Disclosure and Barring service (DBS), or Protecting Vulnerable Groups (PVG) Scotland, and some will require an enhanced version of this. Additional checks may be required depending on which division the candidate is applying to work in. These checks could include, but are not limited to; Barred List, Prohibition from Teaching, Childcare disqualification and Section 128. For further information please refer to the appropriate Managers Recruitment Guide.

### 13 Criminal Records check for overseas applicants

All Tier 2 (General) visa applicants who want to work in specified health, education or social care sectors must provide a criminal record certificate.

This must be from any country (except the UK) where they have lived for 12 months or more (whether continuously or in total) in the last 10 years, while aged 18 or over. This will also apply to any adult partners, whether they apply with the candidate or make a separate application to join the candidate if they are already in the UK.

***Employment at any site cannot commence until these checks have been satisfied.***

### 14 Statutory requirements for UK Employers

when carrying out checks on prospective applicants who have spent time abroad. According to Keeping Children Safe in Education, Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges (please refer to Managers Recruitment Guide – Children’s Services, Education). This includes obtaining (via the applicant) an enhanced DBS certificate (including children’s barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. Following the UK’s exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

### 15 Data Protection

We process all personal data collected during the recruitment process in accordance with our Data Protection Policy.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with our organisation's data protection policy. Failure to follow the correct process may constitute a disciplinary offence, which will be dealt with under our organisation's Disciplinary Process.

This policy will be reviewed in line with any legislative, statutory or Company changes.

Date of review: August 2026

Date of release: August 2025